

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0885

Grade: non-paid

Classification: Law Enforcement

Prepared by: Constable & Human Resources

Date Prepared: April, 2001, Updated January 2006,  
January 2017

FLSA: Nonexempt

### Deputy Constable Reserve Deputy

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Under close supervision, the Deputy Constable executes criminal arrest warrants, and civil process throughout the County and works traffic as workload permits. This position enforces all civil and criminal laws of the State of Texas and Hays County. The Deputy Constable assists other agencies (e.g. Hays County Sheriff's Department, San Marcos Police, Buda Police, Texas Highway Patrol, University Police, and other public safety agencies) to protect the citizens of Hays County and anyone traveling through Hays County. This position affects the economic and social well being of the citizens of Hays County.

#### Responsibilities

- Serves civil papers and executes warrants.
- Assists new officers in the field and in training the proper procedure for serving civil process to an individual or group.
- Provides public assistance to the general public.
- Assists as a bailiff for the Justice of the Peace.
- Provides traffic enforcement as requested.
- Participates in training as assigned on subjects such as state and local criminal, civil and traffic laws, and traffic enforcement, including vehicle stop and approach techniques, and the proper use of radar units.
- Effectively utilizes resources available to perform the job.
- Maintains TCOLE certification through approved training
- Assures the services delivered by the Constable's office meet quality and timeliness standards.
- Enforces traffic laws including school zones, construction zones, subdivisions and County roads.
- Follows up on cases being investigated and assists other agencies (e.g. fire, EMS, Department of Public Safety, traffic control, etc.) and testifies in courts as needed.
- Maintains patrol vehicle and equipment issued.
- Maintains a high profile in the community and participates in community outreach and education programs as required by the Constable.
- Observes activities and initiates appropriate actions while on patrol.
- Responds to major traffic accidents and assists medical personnel as needed
- Performs civil standby to ensure no violence occurs between members of the public.
- Answers civil questions and assists public with non-law enforcement related problems.
- Attends and participates in public meetings as requested by the public or assigned by the Constable.
- Executes warrants on wanted persons and extradites wanted persons from other jails.
- Other duties as assigned.

#### Knowledge Required

- Professional knowledge of the laws and regulations concerning civil processes.
- Professional knowledge of the principles and practices of law enforcement.
- Exceptional knowledge of Constable's missions, goals and objectives.

- Exceptional knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Exceptional knowledge of methods and techniques to use to dispel a situation.
- Exceptional knowledge of the functions of a Deputy Constable in the Hays County Constable's Department.
- Exceptional knowledge of 911 and radio and police procedures.
- Exceptional knowledge of legally acceptable restraint methods.
- Exceptional knowledge of safety issues pertaining to law enforcement.
- Exceptional knowledge of identifying problems and developing solutions to solve them.
- Proficient knowledge of proper understanding and application of departmental guidelines.
- Proficient knowledge of criminal warrants.
- Proficient knowledge of civil process.
- Proficient knowledge of civil law.
- Proficient knowledge of criminal law.
- Proficient knowledge of traffic law.
- Proficient knowledge of courtroom security.
- General knowledge of the Hays County policies, rules and regulations.
- General knowledge of MS Word and Excel
- General knowledge of maintenance of assigned vehicle and equipment.

#### Required Skill

- Professional skill in assessing situations and determining the best course of action.
- Proficient skill in interacting with people in all socio-economic levels.
- Proficient skill in listening.
- Proficient skill in written communications for administrative and technical purposes.
- Exceptional skill in following oral and written instructions.
- Exceptional skill in arresting persons with or without resistance.
- Exceptional skill in oral communications in one-on-one and group situations with the public.
- Exceptional skill in remaining calm under stressful situations.
- Exceptional skill in completing assignments in a correct, complete, and timely manner.
- Exceptional skill in demonstrating safety.
- Exceptional skill in care of assigned equipment and vehicle operations.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, supervisors, and the general public.
- Exceptional organizational skills.
- Exceptional interpersonal skills.
- Exceptional skill in expressing oneself clearly and concisely, both orally and in writing.
- General skill in radio procedure.
- General skill in listening.
- General computer skills

#### Education and/or Experience

**Any equivalent combination of experience or training may be substituted one year for year basis.**

- Requires High School diploma or GED<sub>1</sub>
- Requires 3 to 5 years of law enforcement experience.

#### Other Qualifications, Certificates, Licenses, Registrations

- Class C Drivers License.
- May be required to possess a Class M (Motorcycle) Drivers License.
- Certification as a peace officer by the Texas Commission on Law Enforcement Officer Standards and Education.
- Ability to maintain firearms proficiency.
- Ability to maintain continuing education requirements for the State of Texas.

### **Supervision**

- The Deputy Constable is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, adherence to instruction, and completeness.
- This position is under constant supervision and the Constable provides detailed instructions.

### **Guidelines**

The Deputy Constable uses judgment in interpreting and adapting the guidelines to apply them to specific cases or problems. The Deputy Constable may recommend changes or improvements in the guidelines. The Deputy Constable must have a strong work ethic, follow directions, meet deadlines, have good attendance, be punctual, keep promises and appointments, be reliable, and have a professional, helpful community centered attitude. The Deputy Constable must be able to effectively communicate with others in a professional manner while conducting their duties and interacting with all persons

### **Emotional Demands**

The Deputy Constable must effectively handle the stress of dealing with argumentative or emotional contacts with groups and large numbers of people in order to obtain, clarify or give facts or information or to perform required services. The Deputy Constable may have to persuade, influence, motivate, interrogate or control situations where individuals may be fearful, dangerous, skeptical, or uncooperative.

### **Physical Demands**

The physical demands described here are representative of those that must be met by the Deputy Constable in order to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Deputy Constable is regularly required to:

- Use his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Stand, sit and/or walk for medium distances or for long periods of time.
- Crouch, crawl, kneel or stoop.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Must be prepared at all times to perform high-risk activities in the protection and service of the public.
- Must be able to perform all duties while wearing body armor, related law enforcement equipment, and other protective gear.

### **Work Environment**

While performing the duties of this job, the Deputy Constable spends most of the time sitting in a patrol vehicle and routinely will be required to leave the vehicle to address concerns of the public and must always be prepared for the potential for inclement weather and physically harmful occurrences. The work involves high risks with exposure to dangerous situations and extreme conditions such as great heights, extreme weather conditions, mob conditions, and conditions in which the employee cannot be in control. Employees may be required to wear personal protective equipment, including body armor and related equipment.

### **Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

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Employee Signature

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Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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