

## **Position Budget Request Form**

**Action Requested:** New Position Reclassification w/Salary Change Reclassification w/o Salary Change

**Department:** CONSTABLE PCT 3

**Current Position Title:**

**Proposed Position Title:** DEPUTY CONSTABLE

**Requested Classification:**

**Funding Source:**

**Proposed Salary Amount:** EQUIVALENT TO DEPUTY SHERIFF PAY SCALE-BASED ON EXPERIENCE AND CERTIFICATE LEVEL

### **NEW POSITION INFORMATION**

#### **New/Reclassification of Position:**

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

**. ATTACHED**

***Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.***

## **DEPUTY CONSTABLE JOB DESCRIPTION**

### **DEPUTY CONSTABLE DUTIES**

- Delivers and executes civil process to include, but not limited to; citations, small claims notices, subpoenas, summons and restraining orders.
- Performs Bailiff tasks for the Justice of Peace.
- Delivers and executes writs involving garnishment, attachment, habeas corpus, possession, sequestration and restitution.
- Preserve the peace within the deputy's jurisdiction by all lawful means.
- Arrests offenders without warrant in every case where the officer is authorized by law, executes arrest warrants and transports offenders to jail.
- Performs other duties as required.
- Duty hours may vary.
- Candidates must meet the general qualifications to be considered for employment with the Constable's Office

### **DEPUTY CONSTABLE QUALIFICATIONS**

- Must be a US Citizen or a Naturalized Citizen
- Deputy must be at least 21 years of age
- High School Diploma or equivalent required
- Current Texas driver's license and proof of insurance required
- Stable credit history and work history required
- Must possess a current TCOLE license
- Must pass all phases of testing and background checks, and oral interview process including the department's firearm qualification course
- No conviction of a Class A misdemeanor or above
- No conviction of a Class B misdemeanor in the last 10 years
- No conviction of family violence
- Must complete Personal History Application (given to applicant after passing all required test)
- Must be able to pass comprehensive background investigation