

old

HIDALGO COUNTY CONSTABLE'S OFFICE

Job Title: Chief Deputy Constable *Step III* **FLSA Status:** Exempt

Dept. Code: 291-295 **Civil Service Status:** Exempt

SUMMARY:

Responsible for the supervision and operation of the Constable's office and serves as acting Constable in the absence of the Constable. Responsible for the supervision of all deputy and reserve constables. Oversees that civil and criminal papers are executed and that required statistics are kept and reports prepared.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represent the Constable's office with the public, including public officials and private citizens;
- Meet with Deputy Constables regularly. Informs Deputy Constables of any procedural or statutory changes and brings other matters to their attention as needed;
- May deliver and execute process papers, including criminal warrants, subpoenas, various court orders, temporary restraining orders, writs, peace bonds and mental and alcohol commitments;
- May serve a variety of judicial processes and notices. Responsible for property seized under such actions;
- Assure that Deputy Constables are available for special assignments as required;
- Responds to inquiries and complaints and assists deputies in resolving problem cases;
- Maintains management records, compiles data and prepares reports;
- Maintains and monitors computerized activity tracking records;
- Orders equipment and supplies;
- Assists in preparing department's annual budget;
- Assumes role of acting Constable in absence of Constable;
- Enforces state and federal laws as required;
- Responsible for the overall direction, coordination, and evaluation of employees;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Regular attendance
- Ability to work well with others.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or GED;
- Associate's Degree (A.A.) or equivalent from a two (2) year college in Criminal Justice is preferred.
- Two (2) years experience in law enforcement to include at least one (1) year of supervisory experience.
- Must have good computer skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess basic certification from the Texas Commission on Law Enforcement Officer Standards and Education;
- Employee must have a current valid Texas motor vehicle operator's license;
- Must be able to be insured by the County's insurance carrier;
- Clean driving record
- May be required to complete a minimum of forty (40) hours of classroom training per year.
- May be required to post a bond or security.

OTHER SKILLS AND ABILITIES:

- Thorough knowledge of criminal and civil laws, departmental law enforcement procedures and laws governing the custody of persons;
- Ability to analyze situations and quickly take effective and reasonable action;
- Ability to handle stressful situations and to deal effectively with irrational persons;
- Ability to communicate effectively both orally and in writing;
- Ability to train, supervise and motivate employees;
- Ability to maintain effective working relationships with other law enforcement officials, other county employees and the general public;
- Familiarity with city and county roads, and ability to read maps;
- Ability to operate a computer using standard word processing, data inquiry or spreadsheet software programs;
- May be required to know bookkeeping practices and fiscal management;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works with explosives and is occasionally exposed to toxic or caustic chemicals. The employee is exposed to explosive hazards while searching buildings during bomb threats and working around firearms. The employee is exposed to radiation hazards while working in the sun. The employee is exposed to toxic fumes/chemical hazards while working at a hazardous spill scene or fire. The employee might possibly be exposed to AIDS or Hepatitis by association with an infected suspect.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

New

HIDALGO COUNTY CONSTABLE'S OFFICE

Job Title: Deputy Constable	FLSA Status: Non-Exempt
Dept. Code: 291-295	Civil Service Status: Non-Exempt

SUMMARY:

Protects county residents and property, enforces laws and serves legal documents, as appropriate. Depending on the assigned precinct, duties include primarily law enforcement and patrol or execution of civil and criminal processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve warrants and make arrests;
- Patrols an assigned area, generally by vehicle to prevent crimes and enforces laws and regulations;
- Issues traffic citations, directs traffic and assists other law enforcement agencies in working accidents;
- Investigates traffic accidents and crimes against persons and property, and assists federal, state and local law enforcement officials;
- Keeps record of activities and prepare reports concerning crimes, complaints, accidents and investigations;
- Questions witnesses and suspects and take statements;
- Gathers and labels evidence, takes photographs and fingerprints, guard and transports prisoners, and testifies in court;
- Transports and books prisoners;
- Serve as substitute dispatcher or bailiff as required;
- Train new deputies and reserves in performance of various job duties;
- Respond to emergency calls and routine complaints and takes action as necessary;
- May assist emergency vehicles on escorts and on traffic control;
- Regular attendance is a must;
- Ability t work well with others;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or GED.
- One (1) year of law enforcement experience.
- Experience as a dispatcher or peace officer is preferred.

- Must have good computer skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess basic certification by the Texas Commission on Law Enforcement Officer Standards and Education;
- May be required to be certified as a Jailer or Radar Operator;
- Employee must have a current valid Texas Motor Vehicle Operator's license.
- Must be able to be insured by the County's insurance carrier.
- Clean driving record.
- May be required to post a bond or security.

OTHER SKILLS AND ABILITIES:

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other law enforcement officials, agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to communicate effectively orally and in writing.
- May be required to type accurately at a speed of at least forty (40) words per minute.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

While performing the function of this job, the employee frequently works in outside weather conditions. The employee occasionally works with explosives when searching buildings during bomb threats or discharging a firearm. Employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals when performing

the duties of a peace officer while at a hazardous spill scene or fire. The employee may possibly be exposed to AIDS or hepatitis from an infected suspect.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time.
- Operating assigned equipment.

Maintain mental capacity which permits:

- Making sound decisions and using good judgment.
- Maintaining confidentiality.
- Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- Working closely with others.
- Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading and writing.
- Operating assigned equipment.
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.