



JOB DESCRIPTION

JOB TITLE: Deputy Constable

JOB CODE: 1770

DEPARTMENT: Constables

FLSA STATUS: Non-Exempt

REPORTS TO: Constable

SUMMARY OF JOB PURPOSE

Bailiff to the Justice Court and criminal/civil process server, maintains a high level of security in the courtroom, serves a variety of papers on behalf of the Court or District Attorney, and provides information to the public regarding questions of various County services.

ESSENTIAL FUNCTIONS

1. Bailiff to the justice court and criminal/civil process server; oversees courtroom security by screening all participants in the proceedings, including defendants and their families; maintains a high-level of security and ensures all proceedings move along in a smooth manner; uses x-ray monitors, magnetometers, and personnel surveillance of all occupants in the court; takes into custody, by direction of the court, those remanded to the jail.
2. Serves a variety of papers on behalf of the Court or District Attorney, including small claims, summons, subpoenas, protection orders, writs, evictions, attachments, arrest warrants, and complaints.
3. Maintains records and files of executions received; maintains clear records of all attempts to make contact; collects money from garnishee and issues receipt; submits written reports on disposition of assigned cases.
4. Confiscates real or personal property by court order for disposal at constable's sale; posts notice of sale in public places; assists with the operation of the sheriff's sale, as needed.
5. Works and coordinates with other officers on the service and execution of civil process documents and arrest warrants; serves arrest warrants and transports prisoners to jail; serves warrants and evicts persons from property designated by court order.
6. Contacts and coordinates with attorneys, plaintiffs, applicants and victims on the service of civil process documents and arrest warrants as required; responds to inquiries and serves as liaison to other agencies and the public.
7. Enforces local, state and Federal laws, and enforces compliance with regulations and ordinances

QUALIFICATIONS

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

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and one (1) year of experience in a legal setting.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of first aid and CPR; knowledge of law enforcement computer systems, radio systems, telephone systems, evacuation plans, and other related departmental procedures beneficial.

Ability to safely operate and maintain a variety of firearms; demonstrate effective interpersonal relationships; impartial enforcement of laws and ordinances. Skills in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions; interacting with people of different social, economic, and ethnic backgrounds; preparing clear, comprehensive, and accurate reports.

CERTIFICATES, LICENSES, REGISTRATIONS

Nevada Peace Officer Standards and Training certification and drivers license, with an acceptable driving record, within one year of appointment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures; may be required to stand and/or sit for extended periods of time; may be required to physically restrain persons.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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