



CALDWELL COUNTY

Job Description

Job Title:	Deputy Constable	Salary:	\$15.82 Hour
Department:	Constable's Office Pct. #2	FLSA Status:	Non-Exempt
Location:	Luling, Texas	Prepared by:	Chief Deputy

*Applications will be accepted until the position is filled.

*Please return job application to HR Office (Kristianna Ortiz) 1st floor Caldwell County Courthouse. You may also email your application to kristianna.ortiz@co.caldwell.tx.us.

SUMMARY

Under close supervision, enforces all laws of the State of Texas and Caldwell County; and protects the citizens of Caldwell County and anyone traveling through Caldwell County. Protects the life and property of the citizens; and helps keep Caldwell County free of crime.

SUPERVISION RECEIVED

Works under the general supervision of the Caldwell County Precinct #2 Constable, Chief Deputy, Lieutenant, Sergeant & Corporal.

SUPERVISION EXERCISED

Generally none, although occasional lead or FTO assignments are made.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces the civil and criminal laws of Texas; works as a Bailiff in Justice Court, completes civil process from various courts, patrols subdivisions and watches for suspicious activity; enforces traffic laws on County roads; assists other agencies (e.g. fire, EMS, Department of Public Safety, traffic control, etc.); testifies in courts as needed.
- Maintains patrol vehicle and equipment issued; observes activities while on patrol; performs public relations activities as requested; maintains a high profile in the community; issues citations for traffic offenses; types reports; returns phone calls; provides law enforcement in and along the San Marcos River when needed.
- Responds to major traffic accidents and assists medical personnel with injured; performs civil standby to ensure no violence occurs between members of the public; communicates with the public; answers civil questions; assists public with non-law enforcement related problems (e.g. changing tires, giving rides to abandoned people, being a family counselor, marriage counselor, and disciplinarian for parents with unruly children.)
- Performs Field Training Deputy responsibilities; documents all activities and writes reports of what happened; assists in the training of new deputies that are employed by the County; attends public meetings to assist the public in identifying problem areas and deciding the most appropriate remedy; prevents crime in the community through public education and resource information.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.

MANDATORY 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.

- Knowledge of the Constable's Office mission, goals, and objectives.
- Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.
- Knowledge of methods and techniques to use to dispel a situation.
- Knowledge of the functions of a deputy in the Caldwell County Precinct #2 Constable's Office.
- Knowledge of legally acceptable restraint methods.
- Knowledge of the various assignments within the different divisions of the Precinct #2 Constable's Office.
- Knowledge of the principles and practices of supervisions.
- Skill in listening.
- Skill in oral communications in both one-on-one and group situations.
- Skill in following oral and written orders.
- Skill in interacting with people at all socio-economic levels.
- Skill in remaining calm under stressful situations.
- The ability to work any shift assigned.

EDUCATION and/or EXPERIENCE

High School Graduate or G.E.D;

OTHER QUALIFICATIONS, CERTIFICATES, LICENSES & REGISTRATIONS

Certification as a peace officer by the Texas Commission on Law Enforcement

OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, word, excel), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

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 the job, the incumbent is regularly required to sit and drive a motorized vehicle for half of the shift. The employee is occasionally required to stand and/or walk for medium distances; and must be prepared at all times to perform high risk activities in the protection and service of the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 the job, the incumbent spends most of the 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.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____