



CALDWELL COUNTY

Job Title: Constable Pct. 1 Deputy Constable and/or Reserve **Salary:**
Department: Constable's Office Pct. 1 **FLSA Status:** Non-Exempt
Location: Lockhart, Texas **Prepared by:**

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 Caldwell County. The Deputy Constable assists other agencies (e.g., Caldwell County Sheriff's Department, Lockhart Police Department, Texas Highway Patrol, and other law enforcement and public safety agencies) to protect the citizens of Caldwell County and anyone traveling through Caldwell County. This position affects the economic and social well-being of the citizens of Caldwell County.

The Deputy Constable will also assist with the school district and may also be assigned to one of the Elementary School's within the precinct when needed to provide Law Enforcement functions and security for the children of the district.

Description

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.

Individuals in this position serve at the pleasure of the current elected official.

Responsibilities

Duties & Responsibility

- Serves civil papers for JP, County & District Courts including state and out of state courts and entities.
- 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 and control.
- 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 criminal and 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, fire department, and Law Enforcement Agency working the accident, as needed.
- Performs civil standby under court order 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.
- Assignment to one of 4 Elementary Schools in precinct 1.

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.
- Requires 2 to 4 years of law enforcement experience preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Class C Driver's License.
- Certification as a Peace Officer by the Texas Commission on Law Enforcement.
- Ability to maintain firearms proficiency.
- Ability to maintain continuing education requirements for the State of Texas.
- School based Law Enforcement Certification if assigned to a school.

Please turn in all personal history statements and authorization of release of information to the Constable's Office Pct. 1 405 E. Market St Lockhart Texas 78644. Attn Capt. R. Sanders or call Capt. Sanders at (512) 359-4699 for further information.