Deputy Constable PCT 3

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Job ID 23581

Location Plano

Full/Part Time Full-Time

Regular/Temporary Regular

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Job Description

Collin County is seeking candidates for the position of Deputy Constable. A Deputy Constable is responsible for, but not limited to, enforcing federal, state and local laws by serving criminal warrants and civil papers to individuals and make arrests when necessary. Work is performed under the direction of a Deputy Constable II and Constable.

Primary Functions

- Performs investigations and searches when the individuals to serve/arrest cannot be located.
- Serves evictions and writs by driving to the location and maintaining peace while persons and/or property are forcibly removed.
- Enforces traffic laws by patrolling farm to market roads, county roads, and city streets within the county while also issuing citations as necessary.
- Performs in-office duties by verifying information on documents to be served.
- Prepares and returns legal documents, routes information to locations in the county and answers the phone.
- Execute Mental Health warrants/commitments when required.
- Provide court testimony and write reports.
  Selected candidate must be available if called upon after hours to respond to county and/or regional related emergencies, such as tornados, floods or mass casualties.
- Perform other duties as assigned.

Minimum Qualifications

- Must possess the knowledge necessary to understand advanced operational, technical, or office processes.
- Must possess a level of education equivalent to four years of high school.
- Requires five (5) years of full-time law enforcement service in the United States as a sworn Police Officer.

- Thirty (30) hours of college education from a regionally accredited university or college with a 2.0 or higher overall grade point average; OR Two years of active duty U.S. Military service with an Honorable Discharge; OR
- A combination of education and sworn law enforcement experience.
- Must possess and maintain a valid Texas Operator’s Driver’s License with an acceptable driving record.
- Must be able to pass a background investigation and be willing to work shift work hours.
- Applicant must have active current TCOLE peace officer license.

Copies of the following documents are required during the background check process for Deputy Constable.
Current, unexpired Texas Driver's License

- Active TCOLE license
- Birth Certificate (original or original copy)
- High School Diploma, Transcript, or GED (original or original copy)
- Transcript(s) from all colleges attended (original or original copy)
- Military-DD214 (if applicable)
- United States citizenship documents if not born in the United States.

Candidates must be able to pass a post offer, pre-employment physical (POPP), a Functional Physical Capacity Assessment (FPCA), a drug screen, and a background check, when required. Must be able to pass physical fitness test to be eligible for hire.

Workplace and Benefits

Collin County offers a fast-paced working environment, 200% retirement match with employee contributions earning 7% interest, 100% tuition reimbursement, affordable medical, dental, and vision plans, 10 paid holidays annually, 24 days of PTO in your first year of employment with balance rollover from year-to-year, county-provided life insurance, short-term disability, long-term disability, and other optional participation benefits. You can read more about the comprehensive benefits package including medical, dental, vision, life insurance, and long and short term disability on the Collin County website.

You must submit a completed application to be considered for employment. Attaching a resume is not considered an acceptable substitute for a completed application.

COLLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Compensation

Starting Salary: $75,116 per year