

Job Title	Deputy Constable, Pct. 4
Salary	\$27.82 - \$38.51 Hourly \$5,063.07 - \$7,008.47 Monthly \$60,756.80 - \$84,101.62 Annually
Job Type	Full-Time Regular
Location	Dripping Springs, Texas
Department	Constable Precinct 4

Description Benefits

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.

Summary

Under supervision, the Deputy Constable executes criminal arrest warrants and civil process throughout the County. This position enforces all civil, criminal, and traffic laws of the State of Texas and Hays County. The Deputy Constable assists other agencies (e.g. Hays County Sheriff's Department, San Marcos Police, Buda Police, Texas Highway Patrol, University Police, and other public safety agencies) to protect the citizens of Hays County and anyone traveling through Hays County. This position affects the economic and social well being of the citizens of Hays County.

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

Responsibilities:

- Serves civil papers and executes warrants.
- Assists new officers in the field and provides instruction on proper procedure for serving civil process to an individual or group.
- Provides public assistance to the general public.
- Serves as a bailiff for the Justice of the Peace and County Court at Law.
- 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 traffic laws including school zones, construction zones, subdivisions and County roads.
- Prepares written and oral reports and presentations.
- Follows up on cases being investigated and assists other agencies (e.g. Fire, EMS, Department of Public Safety and other public safety agencies) 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 as needed.
- Performs civil standby 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.
- Responds to emergencies and criminal incidents.
- Other duties as assigned.

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 3 to 5 years of law enforcement experience.

Other Qualifications, Certificates, Licenses, Registrations:

- Class C Drivers License.
- May be required to possess a Class M (Motorcycle) Drivers License.
- Certification as a peace officer by the Texas Commission on Law Enforcement Officer Standards and Education.
- Ability to maintain firearms proficiency.
- Ability to maintain continuing education requirements for the State of Texas.