Denton County - Deputy Constable Precinct 2

Location
Frisco, TX 75036

Job Number
26-143
Job Opportunities | Sorted by Job Title ascending | Denton County Job Opportunities

Job Type
Full-Time Non-Exempt

HOURLY
$36.22 - $42.02

BIWEEKLY
$2,897.96 - $3,361.65

ANNUALLY
$75,347.00 - $87,403.00

General Statement of Job

The Deputy Constable performs specialized law enforcement duties and clerical work serving civil papers. Work involves, but not limited to serving criminal and civil processes, such as warrants, summons, writs, restraining orders, etc. The Deputy Constable will also be responsible for maintaining records, reports and other duties as may be assigned and/or required by the Constable. Additionally, the Deputy Constable will perform Bailiff duties in the Justice of the Peace Court and perform other general law enforcement work within Denton County.

Specific Duties and Responsibilities

Essential Duties:

- Serves legal papers such as warrants for worthless check writers, civil and criminal processes, summons, warrants, subpoenas, special proceedings, writs of possession, orders to appear and show cause, foreclosures, executions, summary ejections, notices of hearings, claim and delivery, restraining orders, child custody orders, orders of attachment, commitment papers, and special court orders.
- Serves as court bailiff for Justice of the Peace Court by maintaining order, opening and recessing court, and accompanying inmates to and from court.
- Conducts seizures, evictions, and impounds as necessary.
- Patrols assigned areas of the County by directing traffic and issuing citations, answering complaint calls, and apprehending criminal suspects.
- Prepares criminal cases, files, and records; distributes to appropriate employees as necessary.

- Responds to both routine non-emergency calls and emergency calls; assists citizens as necessary.
- Uses directories and other means to locate designated parties; prints or copies useful information.
- Explains the meaning of papers and makes arrest when necessary; responds to inquiries from the general public regarding law enforcement issues.
- Receives and date-stamps warrants, enters data into computer files, and places warrants into folders.
- Maintains logs of warrants and other papers served, papers not served, and other activities; maintains department files and records.
- Escorts inmates between jail and court, applying handcuffs, and/or leg restraints, and notifying Jail officials of changes in inmates' status, as appropriate.
- Prepares and makes bank deposits of fees received for service of papers from other jurisdictions.
- Regular and punctual attendance is required.

Nonessential Duties:

- Performs other related duties as required.

Education, Experience, and Licenses

- High School diploma or GED.
- Certification as a Peace officer in the State of Texas required.
- Possession of a valid driver's license. Must be able to obtain a State of Texas Driver's license within 90 days.
- Must be able to pass a State Criminal History background check.

Knowledge, Skills, and Abilities

- Requires general knowledge of local laws, ordinances and the Texas Commission on Law Enforcement standards and procedures pertaining to court security and operations.
- Requires some knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
- Requires skill in the use of detention and other law enforcement equipment.
- Requires the ability to maintain discipline and order in the courts.
- Requires the ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.
- Requires the ability to be accountable for inventory/property management.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry.
- Requires the ability to use computers for word processing and/or accounting purposes.

- Requires the ability to use highly technical computer applications.
- Requires the ability to use or repair light to medium equipment.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to use or repair medium equipment and machinery.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

Physical Demands/Work Environment

Must be physically able to operate a variety of machinery, equipment and law enforcement tools. Must be able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Position requires the ability to lift more than 60 pounds. Must have minimal levels of eye, hand, and foot coordination. Requires the ability to see, smell, taste, hear, and speak as well as color, depth, and color perception.

Notice

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

Disclaimer

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.