



DENTON COUNTY
invites applications for the position of:

Deputy Constable - Constable Pct #3

SALARY:

\$24.42 -
\$28.33 Hourly
\$1,953.77 -
\$2,266.38
Biweekly
\$50,798.00 -
\$58,926.00
Annually

OPENING DATE:

03/30/21

CLOSING DATE:

04/20/21 05:00
PM

DESCRIPTION:

THIS POSTING MAY CLOSE AT ANY TIME ONCE A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED.

The Deputy Constable performs specialized law enforcement duties and clerical work serving civil papers. Work involves, but not limited to serving criminal and civil process, 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.

EXAMPLES OF 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 area 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 employee 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.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

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.

PREFERRED QUALIFICATIONS:

- Certified peace officer with 5 years+ experience in an agency that serves over 100K population.
- Bilingual in English and Spanish.

SUPPLEMENTAL INFORMATION:

To ensure proper delivery of emails, please add jobs@dentoncounty.gov to your email safe list.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #21-050
https://dentoncounty.gov/jobs						DEPUTY CONSTABLE - CONSTABLE PCT #3
401	W.	Hickory,	Suite	516		K
Denton,		TX		76201		
940-349-3080						

Jobs@DentonCounty.gov
