

## **Deputy Constable Job Description**

### **Job Overview**

Title: Constable Deputy

Location: 100 SE 6<sup>th</sup> Ave Suite 201 Mineral Wells TX 76067

### **Minimum Qualifications**

The Palo Pinto County Constable's Office is seeking a full-time Deputy Constable, who holds a current Texas Commission on Law Enforcement Peace Officer license. Must Be 21 years of age, A United States Citizen, Possess a Valid Texas Driver's License, and Free of any Criminal Record (above the grade of Class "C" Misdemeanor). This position requires strong computer and general office skills, as well as excellent communication and public relations abilities. The ideal candidate will have experience working in a judicial office or law enforcement setting and will work under the direction of the five elected constables of Palo Pinto County.

### **Benefits**

Competitive salary: \$54,620.80 Per year, medical benefits package, retirement plan, vacation, and sick leave, with the majority of nights, weekends and holidays off. A take home patrol unit will be issued for official duties.

### **Primary Responsibilities**

*Responsibilities include, but are not limited to:*

- Serving civil process, criminal warrants, Acting as a bailiff for the court.
- Conducting traffic stops, assisting public schools, environmental/abatelements.
- Responding to service calls and completing reports as assigned.
- Completing all assigned duties accurately and in a timely manner.
- Maintaining compliance with all Texas Commission on Law Enforcement (TCOLE) requirements.
- Keeping accurate records of civil process work and updating them as necessary.
- Collecting service fees, ensuring all receipts are accounted for, and submitting reports.
- Assist each constable with correspondence when needed and shall make appointments where necessary for scheduling purposes.
- Assist with constable monthly report and any other duties they may assign.
- Maintaining radio communication with Palo Pinto Dispatch during all daily activities.
- Working a 40-hour workweek, which may include standard 8-hour shifts or extended hours for special assignments. All office work will be conducted at the deputy constable's office.
- Understands there will be schools to go to if needed, these could include but not limited to, grant writing school, civil process school and others.
- Understands confidentiality is essential in the deputy constable's role.
- Understands they must conduct public and private life in a professional manner as not to bring undue or unjustified criticism upon themselves or any of the elected constables.