

## **Job Description: CONSTABLE**

**CLASS NO.** 1701

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION**

Each constable is an authorized Texas peace officer and is the chief process server of the Justice of the Peace Court. Each has statewide jurisdiction to execute any criminal or civil processes issued by any court, whether county, state, or federal. The Constable may also execute processes issued by some state agencies.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Plans for the future services and budgetary needs of the office;

Manages the personnel, equipment, facilities, and finances assigned to the office;

Serves a variety of judicial processes and notices and is responsible for property seized under such actions (workload focuses primarily on civil processes, hot checks, and traffic violations, but includes criminal investigations as well);

Maintains accounts of the financial transactions of the office;

Seizes property or collects money by court order;

Responds to various calls and enforces state and federal laws;

Transports prisoners to jail;

Assists in Justice of the Peace Court or District Court when the threat of violence occurs;

Researches and investigates address(es) and character of individuals to whom papers must be served;

Apprehends persons for emergency commitment to state hospital for alcohol or chemical dependency or mental commitment;

Writes reports on cases served and/or investigated;

Answers questions of plaintiffs and defendants;

Enforces compulsory school attendance laws;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

**CLASS NO. 1701 (Continued)**

Occasionally arrests offenders;

Maintains on-call status 24 hours per day, seven days per week; and

Performs other duties specified by law.

**QUALIFICATION REQUIREMENTS**

Each candidate for Constable must be a qualified voter and resident of the precinct; must be a citizen of the United States and have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before such election in Chambers County and the precinct for which the office is to be filled. Any Constable taking office after September 1, 1985, who is not a licensed peace officer has two year from taking office to obtain certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) as a law enforcement officer.

**TERM OF OFFICE**

Each Constable is elected for a four-year term from within each justice of the peace precinct.