

Job Description: DEPUTY CONSTABLE/CLERK

CLASS NO. 1702

EEOC CATEGORY: Office and Clerical

PAY GROUP: 17

FLSA: Nonexempt

SUMMARY OF POSITION

Performs Law Enforcement as well as Clerical duties for the six (6) Constables in Chambers County. Law Enforcement duties are both civil and criminal including warrant service, serving civil process and bailiff duties. Clerical duties include tracking and documenting large amounts of monies in cash and checks from sales of property as well as payment for service of civil process and returning process to proper Courts. Scheduling Constable Sales, writing deeds, and coordinating with the attorneys from the taxing entities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Constable Pct. 2
2. Directs: The actions of six constables.
3. Other: Works closely with District Clerk, County Clerk, 6 Justice of the Peace Offices, Texas Attorney General, other State and local agencies and Private Law Firms throughout Texas and the United States.

EXAMPLES OF WORK

Essential Duties*

Processes civil papers received, including verifying information, determining precinct in which to serve, entering into computer, copying, and forwarding to appropriate Constable;

Serves civil papers on a regular basis;

Receives payments, issues receipts, and posts payments to ledger;

Prepares various monthly reports detailing Constables' precinct activities and monies received, and distributes to appropriate individual or department;

Types budget requests, requisitions, correspondence, jury lists, and other documents;

Establishes and maintains manual and computerized files and filing system;

Maintains adequate stock of office supplies;

*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

CLASS NO. 1702 (Continued)

Opens, sorts, and distributes mail;

Performs receptionist duties, including answering the telephone, taking messages or directing calls as appropriate, and providing information; and

Attends continuing education classes, and/or seminars to maintain current knowledge of laws and regulations relating to civil process rules, regulations, and procedures.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; and departmental policies, rules, regulations, and laws.

Proficiency in Microsoft Word, Microsoft Excel, Works, Net Data, Training from internet, Civil Process Proficiency certificate, and Basic Peace Officer certification.

Skill/Ability to: demonstrate proficiency in both oral and written communication; operate computer using standard word processing, data inquiry, or spreadsheet software packages; type accurately at a speed of at least 45 words per minute; operate a calculator by touch; correctly use business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with other county employees, officials, and the general public; work independently; and make sound decisions under stress.

ACCEPTABLE TRAINING AND EXPERIENCE

60 college hours or Basic Peace Officer Certification and 3 years secretarial or clerical experience or equivalent.

High school graduation, or its equivalent *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Listed as a Peace Officer through TCLEOSE with the additional training each cycle as required by TCLEOSE for constables.

Appropriate Texas driver's license or available alternate means of transportation