

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 21, 2014
CLOSING DATE: UNTIL FILLED

DEPARTMENT: Payson Regional Constable's Office

POSITION: Part-time Deputy Constable

LOCATION: Payson

JOB CODE: 14-063

PLEASE USE THE DEPUTY CONSTABLE APPLICATION WHEN APPLYING

19 HOURS PER WEEK

HOURLY SALARY: \$21.34-\$28.45 PER HOUR

PURPOSE OF THE JOB

The purpose of this position is to keep peace and ensure the protection of the public in accordance with Arizona State and Gila County laws, policies and procedures. The Deputy Constable assists the Constable and assumes the full responsibility of the Constable in his or her absence. This position possesses the authority and carries out duties allowed by law for the office of the Constable.

SUPERVISORY RESPONSIBILITIES

This position does not supervise any employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Serves summons, subpoenas, arrest warrants, orders of protection, injunctions, eviction notices and criminal complaints issued from Court system and other agencies.	30%
• Serves and enforces other Court Orders regarding civil matters; organizes papers and plans deliveries.	20%
• Carries out duties in conformance with applicable laws and ordinances; interacts with the public effectively and courteously.	10%
• May serve on patrol and apprehends suspects who committed misdemeanors or felonies within the jurisdiction.	10%
• May assist in crowd control; direct traffic during events; and act as security detail to high-profile political officials or individuals visiting Payson jurisdiction when ordered.	10%
• Updates and maintains a variety of files, records and other documents and prepares reports as required.	10%
• Serves as bailiff to maintain courtroom order and provide security to the Justice of the Peace and Superior Court; introduces judge, provides court security and takes control and custody of prisoners.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position assists in the development and management of the office budget.

PROJECT RESPONSIBILITIES

Provides project research support on quality assurance, process improvement, technology, human resource projects and employee training & development projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures; responds to public inquiries; participates in meetings; speaks with the media; negotiates or persuades; conducts meetings and serves as an expert witness before the court when necessary.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memo; formal letters; emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies and other groups and/or individuals and Institutions over the telephone, by email and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Ten (10) years experience, three (3) years of which in leadership capacity; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

AZ Police Officer's Standards and Training Certification. Must pass semi-annual firearms courses with assigned duty firearms, must maintain certification in CPR and other duty specific equipment and weapons.

KNOWLEDGE REQUIRED

Knowledge and familiarity with Constable Office's policies and procedures; jurisdictional authorities; current law enforcement techniques and procedures, including case laws governing arrest, probable cause and search and seizure; criminal and traffic codes; County, State and Federal laws, regulations and ordinances; rules of evidence; criminal justice and court systems, procedures and protocols in the State of Arizona; investigative and interrogative procedures, and protocols for observation and memorization of critical details; use-of-force rules; hazardous chemicals and materials, first aid and CPR; special regional law enforcement zones; geography, roads and landmarks within the town of Payson and Gila County.

SKILLS REQUIRED

Skills in the use of firearms and restraint equipment; in operating emergency vehicles; in active learning, in active listening, analytical thinking, critical thinking, communicating diplomatically, problem recognition, problem solving, multi-tasking. Skills in making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; remaining alert at all times and reacting quickly and calmly in emergency situations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; writing and completing accurate reports and observations; operating specialized keys, locks and restraint equipment; interacting with people of different social, economic, and ethnic backgrounds.

ABILITIES REQUIRED

Read and write minimum high school level, maintain mental response and quickness, maintain calm demeanor in stressful situation, deductive reasoning, follow orders. Ability to mediate difficult situations, and use effective custody and control procedures; escort prisoners to and from court sessions.

PHYSICAL DEMANDS

- May be required to physically subdue hostile individuals and/or make arrests.
- May be required to physically seize property to satisfy court judgments.
- May be required to stand to maintain order in the Justice of the Peace or Superior Court; routinely stands to attend to reported incidents.
- Occasionally sits to operate computers, operate special equipment, perform watchmen duties.
- Regularly lifts over 75 lbs. of work related materials, equipment, tools and/or gears.
- Requires dexterity for peacekeeping tools, dexterity for keyboard operation .
- Incumbents in this position may be required to occasionally intervene to break citizen altercations, routinely bend, stoop, kneel and twist, particularly when securing or protecting citizens and/or crime scene evidence.

WORK ENVIRONMENT

Work is performed in an office environment, in Justice of the Peace or Superior Courts, from a patrol vehicle and outdoors. Work occasionally involves personal danger as imposed by hostile defendants, witnesses and other emotional individuals in any court sessions. Incumbents may be required to physically subdue hostile individuals. Work involves personal danger and personal exposure to hazards, uncontrollable and life threatening situations and hazards. Requires physical ability to subdue hostile individuals. Must be willing to work night, days, weekends and holidays as required to include call-outs.

SAFETY RISK EXPOSURE

Incumbents in this position are subject to occasional telephone verbal abuse by citizens and/or individuals in distressful mindset.

Depending on the location of the person being served — the Deputy Constable may become exposed to physical danger while serving court orders; may become exposed to wild animals; hostile guard dogs or other guard animals; mechanical hazards, chemical hazards, electrical hazards, blood-borne pathogens, communicable diseases, fire hazards, extreme temperature, wetness, humidity and weapons.

Additionally, incumbents in this position may become exposed to courtroom situations either verbal or physical involving highly aggravated defendants, hostile witnesses and/or plaintiffs.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May be required to constantly use safety equipment; compliance devices; and restraining equipment.

May be required to go through specific and additional training such as firearms operations refresher courses and safety refresher courses.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding and loss of organization's credibility, death or serious injury.

SECURITY REQUIREMENTS

Incumbents in this position are required to be U.S. citizens with zero felony convictions. All incumbents in this position are subject to complete and pass a background check as well as medical, polygraph, psychological and written & oral examinations prior to being appointed.

SPECIFIC EMPLOYMENT CONDITIONS

Incumbents in this position must have a clean Arizona driver's license record upon appointment and must be a U.S. citizen. Prior to employment, incumbents must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed.

PHYSICAL FITNESS REQUIREMENTS

Incumbents are required to maintain a level of physical fitness to meet the demands and standards of the office.