



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Deputy Constable IV	Job Code:	901060	Job Grade:	69
Reports To:	Constable	Pos. No:	Various	FLSA Code:	E
Department:	Constable	Loc. Code:	Various	SIC Code:	9221
				WC Code:	7720
Division:	Various Precincts	CS Code:	A*	EEO Code:	D04

Summary of Functions: Functions as a second-in-charge to the Constable in the supervision of a variety of law enforcement activities.

Management Scope: Manages law enforcement and clerical staff.

Duties and Responsibilities:	**% of Time	Essential Non-essential
1. Manages the research and investigation of individuals wanted on felony warrants, the execution of criminals and search warrants, the collection and preservation of evidence, the arrest process, including transporting and booking individuals into jail.	30	E
2. Manages systems maintenance and records of all Class A and B misdemeanor and felony warrants, researches charges on prisoners, monitors arraignments, serves outstanding warrants, prepares appropriate documents and receives cash or cash equivalent to allow prisoners to bond out of jail or to pay court assesses fines and costs.	10	E
3. Manages the patrol of assigned areas of the County, enforcement of traffic laws and commercial vehicle weight/size regulations, inspection of trouble-prone areas, checking security of local businesses and residences, answering of complaint calls, investigation of crimes and disturbances, interviewing of witnesses, gathering of evidence, interrogation of suspects, making of arrests, and preparation of offence and incident reports.	10	E
4. Manages courtroom security, prisoner security while in court and prisoner escort to and from holding cells.	10	E
5. Manages local, state-wide, regional, and national pick-up and return to DSO of prisoners arrested by other law enforcement agencies on Dallas County warrants.	10	E
6. Manages Department payroll and benefits processing, recruiting efforts, employment processing, background investigation personnel recordkeeping, new employee orientation and related activities.	10	E
7. Manages and participates in developing and interpreting intelligence information from jail and street sources, evaluating intelligence information	10	E

from other law enforcement agencies and participates in coordinated actions with Federal, State and other local agencies against criminal elements.

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| 8. Manages the investigation of potential wrong-doing within the Department, including interviewing witnesses, collecting evidence and preparing written reports for management review and case disposition. | 05 | E |
| 9. Performs other duties as required. | 05 | N |

*** All Deputy Constables hired on/before August 19, 2003, are covered under the Dallas County Civil Service System. All Deputy Constables hired after August 19, 2003, are not covered under the Dallas County Civil Service System, and are employed "At-Will."**

**** Time spent on various duties depends upon specific job assignment.**

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program and a Certified Law Enforcement Officer (Texas Commission on Law Enforcement Officer Standards and Education

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Must be at least 21 years of age. Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

This position requires successful completion of a polygraph examination, psychological exam (L3 updated within 180 days or less) and an extensive background investigation, each conducted by Dallas County approved vendors, and physical examination (L2 updated within 180 days or less) performed by the Dallas County Employee Health Center or Dallas County approved vendor which meet the qualification screening guidelines consistent with those of the Dallas County Sheriff's Office. . If the full screening guidelines are not met, this position will be filled at a reduced salary of 7.5% below the qualifying salary, with this reduction maintained throughout the employee's tenure and salary steps until such time as the applicant meets the full qualification guidelines for their respective position.

Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol tests during employment. Must be a U.S. citizen.

Must have never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years; never convicted of any family violence offense; not prohibited by state or federal law from operating a motor vehicle; not prohibited by state or federal law from possessing firearms or ammunition.

Physical/Environmental Requirements:

Must be able to perform defense tactics against individuals. Requires one or more of the following: prolonged sitting, standing, walking, running, ascending and descending of stairs, both inside and outside. Must be able to work varied days and shift schedules, to include weekends and holidays. Potential exposure to communicable diseases.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date April, 2012; 9/2012;
6/20/20116

Approved by Civil Service Commission

Date April 19, 2004; 9/12;
6/20/2016

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.