

# Classification Description



Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

**Classification:** **DEPUTY CONSTABLE (At-Will)**

**Class Code:** TBD

**Department:** Constables

**Pay Grade:** 10

**FLSA Status:** Non-Exempt

## **JOB SUMMARY**

The Deputy Constable is an appointed position, working under the direction of the Presiding Constable. The Deputy Constable assists the Constables in attending the courts of the justices of the peace when required, and within Pinal County execute, serve and return all processes and notices directed or delivered to them by a constable, justice of the peace or competent authority (A.R.S. 22-131). The Deputy Constable assumes the full responsibility of a Constable in his or her absence.

**This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is “at will”; the employee may be terminated at any time, for any reason, with or without cause.**

## **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Serves all civil process presented by the Constable or other competent authority including subpoenas, summons, orders of protection, injunctions against harassment, writs of restitution (evictions) and writs of execution (property seizures).
- May be required to physically seize property to satisfy court judgments.
- May be called upon to attend the Court of the Justice of the Peace to maintain order.
- Prepares reports, including criminal supplemental reports and incident reports when needed.
- Completes affidavits of service for return to the court of origin.
- May be required to effectuate an arrest.
- Interacts with Constables and Justice Court Staff on a daily basis as needed.
- Performs other duties as assigned.

## **POSITION SPECIFIC DUTIES:**

- None.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or GED equivalent.
- The Deputy Constable is required to have and maintain AZPOST (Arizona Peace Officer Standards and Training Board) certification to include AZPOST firearms certification.
- Minimum three years law enforcement experience.
- Must be able to pass a thorough background investigation.
- Must possess a valid Arizona driver's license in good standing.

**Preferred Qualifications:**

- Previous sworn law enforcement experience in Arizona.
- Previous experience handling civil process and court orders.

**Knowledge, Skills and Abilities:**

- Knowledge of the Arizona Rules of Civil Procedure
- Knowledge of Arizona Revised Statutes Criminal Code.
- Knowledge of Arizona criminal justice and court systems, procedures, and protocols.
- Knowledge of modern law enforcement principles, practices, methods, techniques, and equipment.
- Knowledge of geography, roads, and landmarks of Pinal County.
- Knowledge of principles of records management.
- Knowledge of laws and rules governing Pinal County.
- Skill in communicating clearly and concisely, both verbally and in writing.
- Skill in writing accurate reports, service documents, and correspondence.
- Skill in establishing and maintaining effective relationships with staff members and the general public
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in effectively managing situations requiring diplomacy, understanding, fairness, firmness, and sound judgment.
- Skill in the care, maintenance, and safe operation of a firearm, and other law enforcement tools and equipment.
- Skill in Microsoft Office, specifically Word and Excel.
- Ability to accurately complete forms.
- Ability to utilize attention to detail when filing documents with courts.
- Ability to remain alert at all times and react quickly and calmly in crisis or emergency situations.
- Ability to compassionately interact with people of different social, economic, and ethnic backgrounds.
- Ability to recognize suspicious behavior patterns, mediate difficult situations, and use effective intervention techniques, which may include arrest.
- Ability to operate motor vehicles and special equipment.
- Ability to operate a personal computer and specialized software applications.
- Ability to work independently and as a team member.
- Ability to follow and effectively communicate verbal and written instructions.

**PHYSICAL DEMANDS:**

The work requires independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle. Manual dexterity to reach and grasp; manual dexterity to hand write or use computer keyboard; vision sufficient to see/read; hear and speak to communicate with customers in person and over the phone.

**WORK ENVIRONMENT:**

Work may be performed in an environment with crisis situations or encounters with verbally or physically abusive individuals when serving orders of protection, seizing property, and evicting persons from their homes and residences. The work may require very heavy work and exerting in excess of 100 pounds of force occasionally.

**REPORTING STRUCTURE:**

**Supervision Received:** This position reports to the Presiding Constable.

**Supervision Exercised:** None

*Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.*