



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1601	Title:	Chief Deputy
Pay Group:	25	Department:	Constable Pct 3
FLSA Status:	Non-Exempt	Reports To:	Constable Pct. 3
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

To assist the Constable in planning, organizing, and directing departmental activities, including managing the department in the Constable's absence.

Essential Duties:

This is a responsible managerial position.

Duties include management assistance to the Constable, managing the department in the Constable's absence; and performing as a law enforcement officer.

Assists county Constable in planning the work and schedules of the department, preparing budgets and records, and directing departmental activities;

Manages the department in the Constable's absence;

Supervises the work of the department's clerical support staff; Assists other law enforcement agencies in investigating cases;

Conducts or supervises the conducting of investigations of criminal and civil cases;

May give talks and briefings to community groups or public-school classes;

And Works closely with other law enforcement and government agencies.

Other Duties as assigned.

Supervision

Received:	Constable
Given:	All Deputy Constables and Clerks.

Education

Required:	High school graduation or its equivalent, plus at least two years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

Experience

Required:	At least five years' experience as a law enforcement officer in the State of Texas plus at least intermediate certification by the Texas Commission on Law Enforcement Officer Standards and Education and high school graduation or its equivalent; OR Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.
Preferred:	

Certificates, Licenses, Registrations

Required:	At least intermediate certification by the Texas Commission on Law Enforcement Officer Standards and Education; and Valid Texas motor vehicle operator's license.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Thorough knowledge of police administration, criminal and civil law, investigation and crime prevention methods, and identification records and procedures; ability to apply investigation techniques; supervisory skills; ability to establish and maintain effective working relationships with all departmental employees, other law enforcement officials, and with the general public; and above average speaking and writing abilities.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is frequently required to work under time pressures to meet deadlines, perform multiple tasks simultaneously, and work closely with others a part of a team. The noise level in the work environment is usually moderate, but may be noisy and distracting. The employee may be exposed to extreme weather conditions.