



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1610	Title:	Deputy
Pay Group:	22	Department:	Constable Pct 3
FLSA Status:	Non-Exempt	Reports To:	Constable
Approved Date:		EEOC Category:	Protective Service Workers

General Summary:

Each Deputy Constable is an authorized Texas Peace Officer. The Deputy Constable duties involve serving criminal and civil papers primarily on behalf of Justice of Peace Courts; including following all applicable rules and regulations; also performs bailiff duties; and assists other local, state, and federal agencies.

Essential Duties:

Receives and processes civil papers, including time and date stamping, entering information into the computer system, verifying name and address information, and preparing and stuffing envelope for delivery;

Logs all civil papers, including delivery information and related fees;

Serves civil papers, including child support papers and warrants, truancy papers, small claims papers, and other civil papers and warrants;

Follows time restriction guidelines for the service of certain papers, as well as other rules and regulations pertaining to paper service; Attempts to contact by telephone persons to whom papers are to be served to facilitate the process;

Responds to various calls and enforces state and federal laws;

Performs various paperwork duties, including filing, and making and distributing copies of papers to attorneys and other court personnel;

Performs bailiff duties for Justice of the Peace courts, including maintaining courtroom security, assisting jurors, and obtaining files; Performs criminal visibility patrol of county;

Serves all outstanding warrants (local, state, and federal);

Assist other county law enforcement personnel in emergency situations;

May perform arrests; and Transports inmates to jail and to and from court.

Other Duties as assigned.

<i>Supervision</i>	
Received:	From Constable or the Chief Deputy
Given:	This is a non-supervisory position. However, may assist with supervision of reserve deputies.

<i>Education</i>	
Required:	High school graduation or its equivalent and must have completed a state-recognized basic peace officer's academy for licensing.
Preferred:	Completion of all required education and training for an Intermediate Peace Officer Certification. Completed education necessary for Court Security Specialist Certification.

<i>Experience</i>	
Required:	At least two years of experience.
Preferred:	Four years of service as a peace officer AND an Intermediate (or higher) Peace Officer's Certification. Completed education necessary for Court Security Specialist Certification.

<i>Certificates, Licenses, Registrations</i>	
Required:	Valid Texas motor vehicle operator's license; basic certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
Preferred:	Court Security Specialist Certification.

<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 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 operate a police vehicle under varying conditions of speed, weather, and road conditions, and operate all associated equipment in the vehicle, (radio, lights, siren, public address system, computer, RADAR, and others). The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Criminal and civil law; rules and regulations pertaining to the service of civil papers and warrants; and identification records processes and procedures. Safely operate vehicles, firearms, and specialized equipment; read and write reports, letters, and memos; operate a computer; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorneys' offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; provide testimony in criminal and civil court; and maintain appropriate necessary certifications and Texas driver's license applicable to job responsibilities.

<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.