



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.3 09/14/2022

Class Number:	B1620	Title:	Deputy
Pay Group:	22	Department:	Constable Pct. 4
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:

Serves civil papers, following all requirements for method, date, and time of service.

- Documents attempts to serve civil process, may prepare papers for alternative service when necessary.

- Records all necessary information regarding service of civil process;

- Maintains current knowledge of rules and laws governing civil process, serves as a reference to other peace officers regarding this process.

Responds to citizen requests for assistance.

Responds to various requests for law enforcement services and enforces state and federal laws;

Prepares paperwork, including preparing incident and arrest reports, statements, and other required paperwork on criminal activity;

May prepare reports by computer, by hand, or by use of computerized Records Management System.

Performs bailiff duties for Justice of the Peace courts, and other assigned courts, including maintaining courtroom security, assisting jurors, and maintaining order;

May transport prisoners to and from court and maintain custody of prisoners during court proceedings;

Performs criminal visibility patrol of county;

Serves criminal warrants (local, state, and federal);

May be required to use force as authorized by law in making arrests or serving civil process;

May stop persons for traffic or other violations and issue citations or warnings as appropriate;

Assist other area law enforcement personnel in emergency situations;

Makes arrests as necessary on sight and under warrant, transports prisoners to jail.

May transport money deposits to and from bank for Brazos County departments.

Other Duties as assigned.

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

Education	
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.

Experience	
Required:	Basic Peace Off Officer Certificate.
Preferred:	Four years of service as a peace officer AND an Intermediate (or higher) Peace Officer's Certification.

<i>Certificates, Licenses, Registrations</i>	
Required:	Valid Texas motor vehicle operator's license; Peace Officer's License issued by the Texas Commission on Law Enforcement (TCOLE).
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 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

<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.