

GENESEE COUNTY

CONSTABLE

DISTINGUISHING FEATURES OF THE CLASS: This is part-time law enforcement work conducted on the town and village levels. Employees in this class assist in the investigation of violations of law and the apprehension of law-breakers. Legal processes are executed on a fee basis. Employees in this class are required to be available at irregular hours.

TYPICAL WORK ACTIVITIES:

Serves or executes attachments, writes, processes, or orders of the courts;
Guards election polls;
Serves jury summonses;
Seizes and destroys stray dogs;
Investigates suspicious activities and makes arrests for violation of federal and state laws and local ordinances;
Escorts prisoners to jail and to court, and has them booked on charges;
May assist in traffic control;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Good social and general intelligence; ability to be courteous yet firm with the public; ability to understand and carry out complex oral and written directions; good knowledge of first aid methods; good judgment; ability to drive an automobile; good powers of observation; physical strength and agility.

MINIMUM QUALIFICATIONS:

A. Graduation from High School or possession of an appropriate equivalency diploma recognized by the NYS Department of Education:

OR

B. Any equivalent combination of training and experience indicating the ability to perform the duties.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid NYS Driver's License.

Non-Competitive Class

Adopted 2/18/77

Revised 8/9/96

3/31/00

5/31/02

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.