

CONSTABLE

GENERAL STATEMENT OF DUTIES: Under general supervision, handles civil and criminal process service and performs other duties as a peace officer, as assigned.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for serving all papers involved in civil and criminal proceedings issued by the Justice of the Peace. A constable is the only Town employee authorized by law to serve and execute civil process.

EXAMPLES OF WORK: (Illustrative Only)

Serves and executes civil process papers;

Serves and executes subpoenas, and warrants as required;

Makes arrests;

Attends court sessions, as required;

Takes criminal defendants to and from County Jail during trial;

Keeps prisoners in custody during trial;

Takes prisoners to County Penitentiary;

Notifies jurors to attend trials;

Acts as court crier and attendant at trials held by the Justices of the Peace;

Takes charge of juries during deliberations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the civil and criminal law procedure in New York State; good knowledge of the geography of the Town; skill in the use of firearms; ability to understand and carry out oral and written instructions; ability to operate an automobile; ability to express oneself clearly and concisely in writing and conversation; ability to get along well with the general public; good judgment; tact; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None