

Constable Tompkins County

Department: Various Towns

Classification: Non-competitive for a single part-time position in the Towns of Caroline, Danby and Enfield. Non-competitive for multiple part-time positions in the Towns of Groton and Lansing. Competitive PJC all other locations and terms.

Approved: 01/27/76

Revised: 10/75; 9/93; 12/16

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position serves legal papers and performs routine local ordinance enforcement. He or she may act as Bailiff in court trials. This is a part-time work, which may involve the investigation and enforcement of violations of local laws and ordinances. Legal processes are executed on a fee basis. Employees in this class are to be required to be available at irregular hours. The employee will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Investigates and enforces local ordinances;
- Serves or executes attachments, writs, processes, or orders of the courts;
- Guards election polls;
- Acts as bailiff in court trials;
- Serves jury summonses;
- Seizes and destroys stray dogs;
- Escorts prisoners to jail and to court, and has them booked on trial.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Ability to be courteous yet firm with the public;
- Ability to understand and carry out oral and written directions;
- Good knowledge of first aid methods;
- Good judgment;
- Ability to drive a vehicle;
- Skill in the use of firearms;
- Good powers of observation;
- Physical strength and agility;
- The employee's physical and mental condition shall be commensurate with the demands of this position, either with or without reasonable accommodations.

Originally created 01/27/76

C28.doc