



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **CONSTABLE PT**
Jurisdictional Class: Non-Competitive (Part-Time)
Civil Division: Towns
Adoption: CSM
Revised: CSM 11/7/01, 12/12/01, 7/14/10

DISTINGUISHING FEATURES OF THE CLASS:

This is part-time law enforcement work conducted on the Town and Village levels. This position involves providing security for municipal court and part-time law enforcement work. The Constable's work involves detecting and preventing crimes and enforcing laws, rules, and regulations for the protection of persons, property, and the general maintenance of peace and order. The incumbent may provide security which may take place in the municipal courtroom, waiting area, office, hallway, and other municipal properties. Employees in this class may be required to be available at irregular hours. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

May patrol courts, offices, waiting areas, and hallways and visually checks all people in the area for weapons, dangerous instruments, or irrational behavior; takes appropriate action when required;

May operate magnetometers and screen people entering the building, courts, or offices;

Deters criminal activity by being visible and observant;

Warns violators of rule infractions such as loitering and expels them if necessary;

Prevents acts that could be harmful to town property, employees, or the general public by observing suspicious activity and responding to the activity;

Performs clerical duties as requested by the court;

Provides assistance in emergency situations;

Carries out the functions of a peace officer when needed;

May serve or execute attachments, writs, processes, or orders of the courts;

May guard election polls;

May seize and destroy stray dogs;

May investigate suspicious activities and make arrests for violation of federal and state laws and local ordinances;

May escort prisoners to jail and to court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of the court procedures and decorum;
Knowledge of current laws governing arrest, physical force, and search procedures;
Ability to meet the standards for Peace Officer as established by the Municipal Police Training Council;
Ability to become skilled and proficient in the use of a firearm;
Ability to deal effectively with disruptive visitors;
Ability to exercise sound judgment and common sense;
Ability to observe details, remember facts and information, and evaluate situations;
Ability to stand and walk for lengthy periods of time;
Ability to follow oral and written instructions pertaining to the nature of job assignments;
Ability to effectively communicate oral or written information;
Ability to read legal documents and ascertain any defects in form, content, and accuracy;
Ability to be courteous yet firm with the public;
Good judgment;
Good powers of observation;
Physical strength and agility;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school OR possession of an equivalency diploma.

SPECIAL REQUIREMENTS WITHIN PROBATION PERIOD:

Must successfully complete the Municipal Police Training Council's Basic Course for Peace Officers.

SPECIAL REQUIREMENT:

If a municipality mandates that a certified peace officer carry a weapon, the incumbent must be in possession of a pistol permit or other legal authorization to carry a weapon.