



Lieutenant
Constable

CO/3
Pay Grade: 20

JOB SUMMARY

This position is responsible for supervising and participating in the work of Sergeants and Deputy Constables.

MAJOR DUTIES

- Supervises the work of Sergeants and Deputy Constables; exercises command over delegated areas and duties.
- Establishes and enforces division policies.
- Completes cross-training in all department areas, including Community Relations Unit, Narcotics Task Force, Civil Process, and JJAEP Alternative School deputies.
- Responds to after-hours emergencies.
- Serves court citations.
- Issues traffic citations.
- Performs the duties of a Court Bailiff.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of civil and criminal processes.
- Knowledge of departmental and county policies and procedures and federal, state, and local guidelines.
- Knowledge of county geography.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in the use of firearms and restraint equipment.

- Skill in operating emergency vehicles.
- Skill in supervising the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Constable or Chief Deputy Constable assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Texas penal code, the Code of Criminal Procedure, Texas Traffic Law, and other relevant standards and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and law enforcement duties. Potentially dangerous situations contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the work of Sergeants and Deputy Constables. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, perpetrators, vendors, representatives of other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, contagious or infectious diseases and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Must have one to three years experience or service.
- Ability to meet current requirements set forth by the Texas Commission of Law Enforcement Officers Standards and Education.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date