

CONSTABLE

Distinguishing Features of the Class: This is part-time law enforcement work conducted on the town level. 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. Does related work as required.

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 include 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;
- Agility;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education.

Special Requirement for Appointment and Continued Employment:

Possession of an appropriate valid NYS Drivers' License.

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