

CODE: 2420

GRADE: 11

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: CONSTABLE
MAGISTRATE'S OFFICE**

GENERAL STATEMENT OF JOB

Under occasional supervision, performs specialized technical work for the Magistrate's Office. Work involves serving legal documents such as civil papers, garnishments, dispossessory warrants, evictions, etc. Employee must also exercise tact, courtesy and firmness in frequent contact with the general public. Reports to the Chief Clerk, Magistrate.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Must have a Valid Driver's License

Interacts and communicates with various groups and individuals such as the general public, immediate supervisors, plaintiffs, defendants, landlords, employers, law enforcement and other County employees.

Serves civil papers to defendants.

Serves garnishments to employers.

Serves or tacks dispossessory warrants, and attends evictions to keep the peace.

Provides occasional assistance in the courtroom.

Obtains information, pertinent to identifying crime suspects, interprets and applies the law to field situations.

Receives and/or reviews various records including various civil papers, memos, correspondence, etc.

Refers to laws, rules, regulations, policy and standard operating procedures, etc.

Operates a vehicle and a variety of equipment such as a computer, printers, calculator, telephones, etc.

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ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma with 6 to 9 months of experience; or any equivalent combination of training and experience, which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must have a valid State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including firearms, restraint devices, two-way radios, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, letters, memos and permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement terminology and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.