

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Deputy Constable - Part Time  
**Department:** Constable, Pct. 1  
**Reports To:** Constable Pct. 1  
**Salary:** Based on Years of Experience and Knowledge  
**Application Deadline:** Open Until Filled

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Provides Security for the JP Court and Bailiff for Court. Assisting the Courts for the Jefferson County Drug Intervention Program by taking Offenders to Jail. Search Offenders before taking them to jail. Complete paper work for incidental reports. Capability to enforce all state and Federal LAWS.

**Other Job Functions:** Provide assistance with Civil or Criminal Cases when needed as extra help for the Deputies. This may transpire when certain cases require around the clock security.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

**Equipment Used:** Personal computer/mainframe computer terminal; adding machine/calculator; other general office equipment as needed. We will provide your uniform. Part Time Deputy will use personal Duty Gear.

**-JOB REQUIREMENTS**

**Education & Experience:** High school diploma or G E D; Certified Police Officer with at least five (5) years' experience. You will be provided a County Vehicle.

**Knowledge, Skills & Abilities:** Strong verbal and written communication skills; excellent interpersonal skills in order to interact and cooperate with co-workers and to deal effectively with attorneys, defendants, other judges and court personnel, elected and appointed officials, law enforcement agencies, probation officers, and the general public.

**Specialized Requirements:** Must have 5 years experience as a peace officer; Part Time Deputy must provide his/her own Duty Equipment.

**WORK SITUATIONS/DEMANDS/EFFORT:** Work requires organizing, prioritizing; accuracy; attention to detail; working as part of a group; dealing with the public; flexibility in order to perform a variety of duties; performing routine, repetitive duties working in a high volume environment; Must be available between the hours of \*:00 a.m. to 5:00 p.m. or as needed by the Court; Serve as relief for full-time Deputies, as needed.

**WORKING CONDITIONS:** Work is performed primarily in a climate controlled open office environment, which is shared with other employees and is readily accessible to the general public. Heave office traffic may cause distraction and interrupt duties; overtime when necessary; Service of Civil and Criminal Process is usually in an uncontrolled in climate weather conditions while walking and driving.

**PHYSICAL REQUIREMENTS:** Works is primarily sedentary; duties require frequent walking, standing as bailiff, and walking to deliver documents for the courts; frequent reaching, lifting and carrying objects weighting up to 10 lbs. such as your duty equipment, uniform and vest.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex 1 Building  
1225 Pearl St., Suite 201, Beaumont, TX 77701  
(409) 839-2391  
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.