

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Reserve Deputy  
**Department:** Constable Precinct 1  
**Reports To:** Constable Precinct 1  
**Salary:** No Salary - Volunteer  
**Application Deadline:** Open Until Filled

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Serves civil and criminal papers as directed by the court including: civil citations, TRO's, subpoenas, sequestrations, attachments, etc.; makes arrest of suspects when necessary including both simple (no resistance) and combative arrests which entail a complete search and handcuffing of prisoner(s); performs executions and sequestrations of property and property attachments; serves Writs of Possession (eviction) which include securing a forced entrance when no defendant is present, a search of the residence, forcibly removing and/or arresting tenants when they refuse to vacate premises and overseeing the process of removing property from residence. Performs bailiff duties in Justice of the Peace court, which include seating the jury, picking up jury cards, and is also responsible for maintaining overall security in the courtroom. Assists all law enforcement agencies as required and issues traffic citations as necessary. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other job related duties, as directed.

**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:** Firearm; dispatch radio; mainframe computer terminal; vehicle.

**JOB REQUIREMENTS**

**Education & Experience:** High school diploma/GED; Texas Peace Officer Certification; 2 to 5 years law enforcement experience.

**Specialized Requirements:** Valid Texas Driver's license; certified in use of firearms; certified in use of dispatch radio.

**Knowledge, Skills & Abilities:** Knowledge of Civil and Criminal codes; knowledge of firearms and their use; knowledge of effective and safe law enforcement procedures.

**WORK SITUATIONS/DEMANDS/EFFORT:** Work requires knowledge of civil and Criminal codes; independent decision making based on circumstances at time; accurate in details; able to deal with people; employee makes independent decisions and insures enforcement of laws; driving indicates exposure to potential traffic hazards; exposure to potential danger; must observe appropriate precautions. Work is stressful, requires walking, irregular hours and working alone.

**WORKING CONDITIONS:** Work place is diversified and work is performed in open area that is climate controlled and open to public and office traffic, in a vehicle, as well as outdoors where exposure to undesirable weather and/or life threatening situations is possible. **Must be available to work a flexible work schedule. Must work between 16 to 24 hours a month.**

**PHYSICAL REQUIREMENTS:** Work requires long periods of sitting both in a vehicle and in court during hearings; employee repeatedly gets in and out of vehicle; work requires physical fitness to effect arrests (both simple and combative); requires lifting and/or moving objects such as appliances, pianos, stereo equipment and various other household items; also requires bending, stooping and laying on floor in order to obtain serial numbers from household items.

**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.