

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Chief Deputy Constable
<b>Department:</b>	Constable, Pct. 1
<b>Reports To:</b>	Precinct 1 Constable
<b>Salary:</b>	Based on Experience
<b>Application Deadline:</b>	Wednesday, October 20, 2021 @ 4:30 PM

**DUTIES AND RESPONSIBILITIES**

The Chief Deputy Constable performs supervisory, administrative, and specialized law enforcement work overseeing and participating in activities of the Constable's Office in an assigned precinct. Work involves training and supervising activities of Deputy Constables and office staff, assisting in preparation of budgets and monitoring expenditures. Employee is also responsible for serving civil papers and performing Bailiff Duties such as attending court, maintaining security of witnesses and judges, and transporting prisoners between holding cells and courtrooms in the precinct's Justice of the Peace Court. Work also involves serving civil and criminal papers, and performing general duty law enforcement work such as directing traffic, issuing citations, and assisting in responses to complaint calls.

**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.

**Essential Job Functions:** Oversees activities of the Constable's office; administers routine personnel matters and procedures; coordinates and schedules all department work. Formulates and implements the annual budget; ensures expenditures comply with budgeted allocations. Interacts with county, state, federal, and local municipal governments on current operating procedures and guidelines as required by Law. Prepares Writs of Executions for the Precinct as necessary; supervises all Writs assigned to the Precinct. Serves as court bailiff for Justice of the Peace; appears in court as a witness to give testimony. Oversees maintenance and repair services for Department's motor vehicle fleet. Directs training programs for all department employees. Assists in developing and implementing operational policies for the Constable's Office. Confers with the Constable in the recruiting, selection, training, discipline and dismissal of subordinate employees. Performs law enforcement work to protect lives, property, and rights of citizens of the county. Answers questions regarding policies and/or procedures and assists the public with questions. Serves civil papers, warrants, and specialty writs; ensures that all paperwork is completed and distributed as necessary. Maintains department statistics and prepares related reports. Conducts firearm training; evaluates employees based on performance during training. **Regular and punctual attendance is required.** Performs other related duties as required.

**Education & Experience:** High school diploma/GED; Texas Peace Officer Certification: Master Peace Officer Certification preferred; 5 to 10 years upper-level supervisory experience preferred.

**Knowledge, Skills & Abilities:** Knowledge of Civil and Criminal codes; knowledge of firearms and their use; knowledge of effective and safe law enforcement procedures, Microsoft Office proficient; Civil Process proficiency

**Specialized Requirements:** Valid Texas driver's license, must be able to pass a State Criminal History background check

**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 schedule Monday through Friday or as needed.**

**Apply at: Human Resources Department  
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701  
Phone: (409) 839-2391  
Fax: (409) 839-2399  
E-mail APPLICATION/RESUME to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)  
Application may be found @ <https://co.jefferson.tx.us/Careers>  
Please use Microsoft Word or PDF when submitting applications.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation 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.