

TITLE: Deputy Constable

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DEPARTMENT: Constable, Etowah County

JOB SUMMARY: This position is responsible for assisting in the activities of the Constable's Office.

MAJOR DUTIES:

- o Serves as public information officer and liaison between the Constable's Office and the public, the Circuit Clerk, the Sheriff, and judges.
- o Assists litigants in completing forms to start the eviction process; sets appointment for eviction; completes counter-affidavit of tenants; requests deputy sheriff to assist with eviction as needed.
- o Answers telephones and greets visitors; provides information and assistance; refers to appropriate personnel.
- o Serves legal papers to defendants in office.
- o Retrieves documents from Circuit Clerk's Office and maintains computerized log of case numbers.
- o Prepares and maintains office calendar; prepares and mails correspondence; assists with evictions as needed.
- o Forecasts equipment needs; maintains property inventory; orders office supplies; maintains office equipment; enters requisitions for purchases or repairs.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of department regulations, policies, and procedures.
- o Knowledge of modern office practices and procedures.
- o Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- o Skill in report preparation and records maintenance.
- o Skill in the use of job related software applications.
- o Skill in public and interpersonal relations.

- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Constable assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Alabama Uniform Residential Landlord and Tenant Act and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related clerical duties. Strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide clerical support for department operations. Success in this position contributes to the efficiency and effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, judges, lawyers, Circuit Clerk's Office personnel, law enforcement personnel, tenants, landlords, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.