

## CONSTABLE PART TIME

Code No. 6-03-009

### EXEMPT (DEPENDING UPON TOWN ASSIGNMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is a protective service position in a Town responsible for performing various protective service duties such as code and ordinance enforcement, park and facilities security, investigations, and related duties in order to promote and maintain civic harmony. This is a civilian position without powers of arrest; in instances where arrest authority is required, the Constable summons a Police Officer. The Constable reports directly to and works under the general supervision of the Town Supervisor or other administrator. Supervision may be required on occasion. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Issues Notice of violations and appearance tickets to those in violation of Town codes and ordinances;

Enforces parking regulations by patrolling assigned area and issuing tickets to violators;

Responds to citizen complaints either in person or in writing;

Investigates and collects on bad checks to the Town;

Assists Town Court when requested - serving civil and criminal summons, etc.;

Assists state and County police agencies when requested, (e.g. traffic and crowd control, missing persons, stolen cars, etc.);

Oversees park and facilities security;

Assists emergency medical and fire personnel when requested;

Investigates allegations of fraud, conflict of interest, and citizen complaints against Town employees;

Conducts confidential investigations for the Town Supervisor and/or the Town Board.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the geographic area of the Town to which assigned; good knowledge of Town codes and ordinances and their enforcement procedures; good knowledge of Town court purposes and procedures; good knowledge of investigation practices and procedures; working knowledge of emergency medical and fire practices; ability to communicate orally and in writing; ability to establish and maintain working relationships; ability

to relate well to the public; ability to keep confidentiality; good judgment; tact; courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus one (1) year paid full-time or its part-time equivalent experience as a security officer, code enforcement officer, guard, or police officer.

SPECIAL REQUIREMENTS:

1. Possession of a valid Class \*D\* driver's license issued by New York State at time of appointment.
2. Possession of a Peace Officer certificate issued by a municipal police training council at the time of

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tment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 9, 1997