

WICHITA COUNTY

Job Announcement



POSITION: Constable – Precinct 4

LOCATION: Wichita County Justice Of The Peace Office
2023 SH 25 North
Electra, Texas 76360

REPORTS TO: Coordinates with County Judge and Commissioners' Court

HOURS: Monday – Friday, 8:00 a.m. – 5:00 p.m. (or as required by the position)

SALARY: \$1614.42 per month + \$250.00 per month auto allowance + benefits

POSTING DATE: January 7, 2009

CLOSING DATE: Open Until Filled

► **IMPORTANT:**

Appointment to fill this elected official vacancy shall continue through the remainder of the current unexpired term and shall be filled at the next succeeding general election for Wichita County officers in November 2010. Appointment shall be until a successor has been elected and has qualified for the office.

► **JOB SUMMARY:**

Serves as the authorized peace officer and chief process server of the Justice of the Peace Court, Precinct 4, and serves a variety of civil and criminal processes and notices. Executes and returns all processes, warrants, and precepts directed by lawful officers and the Commissioners' Court.

► **ESSENTIAL JOB FUNCTIONS:**

- Serves as the authorized peace officer and chief process server of the Justice of Peace Court, Precinct 4.
- Performs acts of service to include the service of civil or criminal process, citation, notice, warrant, subpoena, or writ within Wichita County.
- Executes and returns as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer.
- Responsible for property seized under such actions.
- Serves and returns notices and citations in probate matters.
- Serves and returns temporary injunctions.

- Executes eviction actions.
- Summons jurors for Justice Court.
- Keeps accounts of financial transactions of the office and is responsible for property seized or money collected by court order.
- Seizes and impounds animals and notifies owner.
- Assists other law enforcement officers.
- May summon aid for execution of process or arrest of offenders.
- May enforce state traffic regulations.
- Makes arrests.
- Performs other duties and tasks as assigned.

► **MINIMUM QUALIFICATIONS:**

- Must execute a bond with two or more good and sufficient sureties.
- Must be certified as a peace officer or be issued a permanent peace officer license not later than the 270th day after taking office.
- Peace Officer certification must be in accordance with the Texas Commission on Law Enforcement Office Standards and Education (TCLEOSE) requirements.
- Must be a resident of Wichita County in the Justice of the Peace Precinct 4.
- Must take and sign the constitutional oath of office.
- Must be a high school graduate or have a high school equivalency certificate (GED).
- Must be at least twenty-one (21) years of age.

► **CONDITIONS OF EMPLOYMENT:**

- Must be physically able to perform the duties of this position to include sitting, standing, stooping, bending, and reaching.
- Must be able to lift and move loads weighing up to 50 pounds.
- Must pass a thorough background investigation conducted by the Wichita County Sheriff's Office.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 133
Wichita Falls, Texas 76301
940.766.8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301