

Town of Scotland, CT

Constable

Job Description

Job Title: **Constable**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

Constables have the power to serve and execute all lawful process directed to them and shall be liable for any neglect or unfaithfulness in their office.

JOB DUTIES

1. A constable must take an oath, administered by the Scotland Town Clerk.
2. The constable's jurisdiction is limited to the boundaries of the Town.
3. The constable may be requested by the First Selectman, to provide traffic control or preserve the public peace during any public celebration, gathering or emergency as defined by Town or State declaration.
4. The constable may serve civil process including complaints, summonses, subpoenas, tax warrants, and restraining orders.
5. Any constable, when necessary, may command any person to assist him in the execution of the duties of his office.
6. The constable may be appointed by the First Selectman at the request of an organization, to preserve the public peace during a gathering. In such circumstances, the constable will be paid.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Works under the supervision of the First Selectman.

QUALIFICATIONS

1. Ability to be firm in carrying out responsibilities.
2. Good public relations abilities.

TOOLS AND EQUIPMENT USED

Two Way Radio.

PHYSICAL DEMANDS

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
2. While performing the duties of this job, the employee may be required to walk, climb stairs, stand, talk, hear, or sit.
3. The employee must occasionally lift and/or move up to 30 pounds.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work may be indoors or outdoors; sometimes in inclement weather.
May be required to deal with angry public.

HOURS

Ad hoc as needed. May work outside of normal business hours, at night or on weekends during emergencies.

COMPENSATION

1. Wages paid per item # 6 under Job Duties will be determined by the BOS.
2. There are no retirement or health benefits associated with this position.

The Town of Scotland is an equal opportunity employer