

CONSTABLE

DISTINGUISHING FEATURES OF THE CLASS: This is peace officer work conducted at the Town or Village level and employees in this class assist in the investigation of violations of law and local ordinances and the apprehension of law-breakers. Work is performed under direct supervision and incumbents are required to work irregular hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enforces ordinances or local laws according to the express power of enforcement granted by the Board;
Issues Notice of Violations and appearance tickets to those in violation of Town codes and ordinances;
Answers questions and directs the public, including pedestrian and vehicular traffic;
Responds to citizen complaints either in person or in writing;
Assists Town Court when requested, serving civil and criminal summons, etc.;

Responds to complaints or calls for assistance;
Maintains order in crowds and attends various events, parades and other public gatherings;
Checks entrances and exits to buildings to ensure that doors and windows are closed and locked, where and when appropriate;
Investigates allegations of fraud, conflict of interest, and citizen complaints against Town employees;
Serves or executes attachments, writs, processes, or orders of the courts;
Investigates suspicious or unusual activities to determine the cause and notifies appropriate personnel when warranted;
Conducts confidential investigations for the Town Supervisor and/or the Town Board;
Has power to make warrantless arrests where constitutionally permissible or where allowed pursuant to Criminal Procedure Law;
Records facts to prepare reports that document incidents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of geographic area of the municipality;

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 civil and criminal law procedures in New York State;
Working knowledge of the property, buildings, grounds and facilities of the municipality;
Skill in motor vehicle operations;
Skill in the use of firearms;
Skill in the application of first aide;
Ability to establish and maintain effective working relationships;
Ability to relate well to the public;
Ability to understand and follow oral and written instructions;
Ability to deal firmly yet courteously with the public;
Ability to communicate effectively both orally and in writing.
Ability to get along with others;
Ability to deal with people under stress;
Willingness to work under adverse conditions;
Dependability; visual acuity; tact; manual dexterity; high personal integrity and excellent moral character;
Good powers of observation; sound judgment courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a general equivalency diploma and one year experience as a security officer, code enforcement officer, or police officer.

SPECIAL REQUIREMENTS:

- 1) Possession of a valid New York State driver's license at time of appointment; **AND**
- 2) Possession of a Peace Officer certificate as issued by a municipal police training council at time of appointment.