

CONSTABLE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of limited law enforcement activities within a geographical jurisdiction. The incumbent exercises powers as granted to Peace Officers by the general laws of New York State and such supplementary powers as may be conferred by a Town Board which are not inconsistent with Law. Legal processes are executed on a fee basis. Employees in this class are required to be available at irregular hours. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves or executes attachments, writs, processes, or orders of the courts;
Opens and secures the Courtroom, restrooms, and other public areas prior to court sessions;
Conducts security scanning of individuals and their belongings when entering the Courtroom and/or Town Hall before and during open court;
Checks in defendants, attorneys, and witnesses upon their arrival;
Serves jury summonses;
Investigates suspicious activities and makes arrests for violation of federal and state laws and local ordinances;
May assist other law enforcement personnel with unruly defendants or court attendees;
May guard election polls;
Escorts prisoners to jail and to court, and has them booked on charges.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of law enforcement practices and procedures; working knowledge of basic first aid; ability to understand complex oral and written instructions; ability to present ideas clearly and concisely both orally and in writing; ability to keep records and prepare reports; ability to be courteous yet firm with the public; skill in the use of firearms; excellent moral character; strength and agility; physical condition commensurate with the demands of the position; integrity; courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time equivalent in law enforcement as a Security Guard, Constable, or similarly related title.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State driver's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

TOWN OF MANCHESTER - SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State issued pistol permit and maintenance of such permit throughout the tenure of employment.

APPROVED: JULY 18, 1983

REVISED: DECEMBER 18, 2017

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE