

## **CONSTABLE**

<b>LOCATION:</b>	Towns of Candor and Barton
<b>CLASSIFICATION:</b>	Non-Competitive when employed on a part-time basis
<b>SALARY:</b>	To be determined
<b>ADOPTED:</b>	Revised 03/10; Tioga Co. Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is peace officer work conducted at the Town level while performing routine patrol tasks. Incumbents assist in the investigation of violations of law and local ordinances and the apprehension of lawbreakers. Work is performed under general supervision of the Town Board with some leeway permitted for the exercise of independent judgment in specific cases. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Enforces ordinances or local laws according to the express power of enforcement granted by the Board;
- Answers questions and directs the public, including pedestrian and vehicular traffic;
- Issues tickets for parking violations;
- 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;
- 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;
- Has power to make warrantless arrests where constitutionally permissible or where allowed pursuant to Criminal Procedure Law;
- Reports serious defects in streets and related matters requiring the attention of the town highway department;
- Records facts to prepare reports that document incidents;
- Makes periodic reports of activities to the Town Board.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of geographic area of the municipality; 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 understand and follow oral and written instructions; Ability to deal firmly yet courteously with the public; Ability to communicate effectively; 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; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:** Possession of appropriate level New York State driver's license at the time of appointment. License must be maintained continuously during employment.