



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Reserve Deputy Constable	<b>Job Number</b>	637-0885-041619
<b>Department Head</b>	Constable Precinct 3	<b>Date Open</b>	April 16, 2019
<b>Salary Range Minimum</b>	Unpaid	<b>Application Deadline</b>	Until Filled

**The Commissioners Court must approve and confirm the appointment of the Deputy Constable pursuant to § 86.011(a) of the Texas Local Government Code.**

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Employment Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.barrios@co.hays.tx.us](mailto:amanda.barrios@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.barrios@co.hays.tx.us](mailto:amanda.barrios@co.hays.tx.us)

### **Education and/or Experience**

**Any equivalent combination of experience or training may be substituted one year for year basis.**

- Requires High School diploma or GED
- Requires 3 to 5 years of law enforcement experience.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Class C Driver's License
- May be required to possess a Class M (Motorcycle) Driver's License.
- Certification as a peace officer by the Texas Commission on Law Enforcement Officer Standards and Education.
- Ability to maintain firearms proficiency.
- Ability to maintain continuing education requirements for the State of Texas.

### **Required Skills**

- Professional skill in assessing situations and determining the best course of action.
- Proficient skill in interacting with people in all socio-economic levels.
- Proficient skill in listening.
- Proficient skill in written communications for administrative and technical purposes.
- Exceptional skill in following oral and written instructions.
- Exceptional skill in arresting persons with or without resistance.
- Exceptional skill in oral communications in one-on-one and group situations with the public.
- Exceptional skill in remaining calm under stressful situations.
- Exceptional skill in completing assignments in a correct, complete, and timely manner.
- Exceptional skill in demonstrating safety.
- Exceptional skill in care of assigned equipment and vehicle operations.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, supervisors, and the general public.
- Exceptional organizational skills.
- Exceptional interpersonal skills.
- Exceptional skill in expressing oneself clearly and concisely, both orally and in writing.

### **Summary**

Under close supervision, the Deputy Constable executes criminal arrest warrants, and civil process throughout the County and works traffic as workload permits. This position enforces all civil and criminal laws of the State of Texas and Hays County. The Deputy Constable assists other agencies (e.g. Hays County Sheriff's Department, San Marcos Police, Buda Police, Texas Highway Patrol, University Police, and other public safety agencies) to protect the citizens of Hays County and anyone traveling through Hays County. This position affects the economic and social well being of the citizens of Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**