



Chief Constable (2220)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 18

Safety-Sensitive: No

Purpose

The purpose of this classification is to serve papers and writs filed with the Magistrate Court and to supervise assigned staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between other constables and the court; and trains staff in operations, policies, and procedures.

Serves papers filed with the court, including dispossessory warrants, writ of possessions, rule nisi, rule absolute, garnishments, interrogatories, tax FIFA's, subpoenas, County code enforcement citations, health violations, and littering violations: organizes all civil papers and distributes to appropriate locations; makes contact concerning court appearances; and logs all papers served.

Attends dispossessory and repossession proceedings.

Serves notices of repossession and repossesses property as requested by the court.

Provides security for court hearings and court facility employees: screens all individuals entering court; secures evidence; confiscates unauthorized items brought to court; and ensures safety of buildings and employees.

Assists property owners in court ordered evictions of tenants: maintains order between property owners and persons being evicted; and ensures all personal property is removed from premises according to state and local laws.

Oversees vehicle maintenance: conducts inspections and ensures all vehicles are in safe mechanical condition for daily use; and requests preventative maintenance and repairs as needed.

Maintains and files all necessary paperwork and documentation.

Receives assignments from Chief Magistrate: obtains general instructions concerning time limits for serving a particular paper; determines best methods for completing assigned tasks; and ensures compliance with related guidelines including the Official Code of Georgia, decisions of the Attorney

General, Georgia Magistrate's Handbook, County ordinances and policies, departmental policies and procedures, and related Georgia laws and ordinances.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to assignments; maintains an awareness of new trends and advances in the profession; and attends workshops training sessions, and meetings as needed.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Criminal Justice or a related field: supplemented by three years of experience in law enforcement or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards & Training (POST) certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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