

## CONSTABLE

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving legal papers and assisting in the investigation of violations of law in a town or village. Legal processes are executed on a fee basis. Duties are performed under the general supervision of the Town Supervisor or Village Mayor. Employees in this class may be required to work irregular hours. A Constable also does related work as required.

### TYPICAL WORK ACTIVITIES:

- Services or executes attachments, writes, processes, or orders of the Courts;
- Guards election polls;
- Serves summonses;
- Investigates suspicious activities and makes arrests for violation of federal and state laws and local ordinances;
- Escorts prisoners to jail or court for booking;
- May seize and destroy stray dogs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of New York State Law and local ordinances; working knowledge of first aid; ability to be courteous yet firm with the public; ability to carry out oral and written instructions; ability to drive an automobile; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.

*SPECIAL REQUIREMENTS*: Possession of a Class V New York State Operator's License at time of appointment.

### CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/9/65  
Revised: 8/30/71  
Revised 10/10/79  
Revised: 5/19/05