



**CIVIL DIVISION  
CLASS SPECIFICATION**

**CONSTABLE**

DATE ADOPTED: 09/14/1978

LAST REVISION: 06/28/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for serving legal papers and performing law enforcement work. The Constable is a Peace Officer as defined by §2.10.1 of the Criminal Procedure Law, invested with powers identified in §2.20 of CPL. An employee in this class may assist in the investigation of violations of law. This class differs from that of Police Officer because the Constable lacks the full powers of a Police Officer as defined by law. The work is performed under the general supervision of the town board. Supervision of the work of others is not a normal feature of this class.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and type of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Serves or executes attachments, writs, processes orders of the courts;
2. Guards election polls;
3. Serves jury summonses;
4. When assigned to a Court: maintains order and decorum, detains individuals as necessary and provides security;
5. Makes arrests with warrants;
6. May assist in the investigation of suspicious activities and violations of the law;
7. Escorts prisoners to jail and has them booked on charges;
8. May direct traffic;
9. May arrange schedule of other constables as needed for special events.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Working knowledge of the Penal Law and Criminal Procedure Law; working knowledge of legal provisions relating to the service of legal process; ability to understand and execute complex oral and written directions; ability to use firearms; ability to be courteous yet firm with the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**NOTE:**

If the position is specifically designated as a peace officer in Section 2.10 of the New York State CPL, it shall be the responsibility of the municipality which requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed and has a valid permit to do so.

**CIVIL DIVISION USE ONLY:**

<b>JURISDICTIONAL CLASSIFICATION: Competitive, Part-time Non-Competitive</b>
<b>REVISION HISTORY: 09/14/78, 12/08/81, 09/29/96, 08/31/07, 06/28/23</b>