

PART TIME CONSTABLE

The Town of Pelham is hiring part time Constables for approximately 5 Hours per week on a rotating monthly shift schedule, \$23 per hour. Schedule is Wednesday morning and Thursday afternoon/evening and other times as required.

CONSTABLE GENERAL STATEMENT OF DUTIES: Under general supervision, handles civil and criminal process service and performs other duties as a peace officer, as assigned. This position involves responsibility for serving all papers involved in civil and criminal proceedings issued by the Town Court Justice.

EXAMPLES OF WORK: (Illustrative Only) Serves and executes civil process papers; Serves and executes subpoenas, and warrants as required; Makes arrests; Attends court sessions, as required; Transport criminal defendants to and from County Jail; Keeps prisoners in custody during appearances; Acts as court crier and attendant at trials held by the Town Court Justices; Takes charge of juries during deliberations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the civil and criminal law procedure in New York State; good knowledge of the geography of the Town; skill in the use of firearms; ability to understand and carry out oral and written instructions; ability to operate an automobile; ability to express oneself clearly and concisely in writing and conversation; ability to get along well with the general public; good judgment; tact; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None. Will train.

Contact: contel@aol.com