



# BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 11/15/2022

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Classification and Compensation Matters - New Job Classification

**\*Introduction/Background:**

A new job classification was requested by the Constables Office for a position that will work side by side with the Constables when serving civil process presented by the Constable.

**\*Discussion:**

The job classification of Deputy Constable will work under the direction of the appointing Constable and work throughout the Constable's office, working side by side with the Constables serving papers for the evictions, and other high-risk paper services. The Deputy Constable position will be required to be an Arizona Peace Officer Standards and Training (AZPOST) certified law enforcement officer and maintain this certification throughout employment in the position.

**\*Conclusion:**

The proposed Deputy Constable job classification will provide an accurate description of the work assigned to the position and the qualifications needed to be successful

**\*Recommendation:**

It is recommended that the job classification be approved for use within the County's classification system: Class Code 7304; Class Title Deputy Constable; Salary Grade U2; Salary Range \$51,396 - \$107,848; Hiring Rate \$55,000 per annum; EEO Code 4 (Protective Service Workers); FLSA Non-exempt (paid overtime).

**\*Fiscal Impact:**

With the creation of this new classification, two new positions are also being created. Each position has an annualized cost of \$88,000 for salaries and benefits. For FY 2022/23, there are also additional operational costs for desks, computers, uniforms, etc. totaling \$15,000 per position. In total the estimated costs for these two new positions is approximately \$132,700. This will be funded through Contingency in the current year.

**\*Board of Supervisor District:**

1    2    3    4    5    All

Department: Human Resources

Telephone: 520-724-8028

Contact: Dustin Green

Telephone: 520-724-8111

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/27/2022

Deputy County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/27/2022

*Code: 7304*

*Title: DEPUTY CONSTABLE*

**SUMMARY:** Working under the direction of the appointing Constable, the Deputy Constable will assist the Constable and assume total responsibility in their absence. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Serves all civil process presented by the Constable or other competent authority, including subpoenas, summons, orders of protection, injunctions against harassment, writs of restitution (evictions), and writs of execution (property seizures);  
Seizes property to satisfy court judgments;  
Makes civil arrest as ordered by the court;  
Arranges order of process deliveries, according to required timeliness of service required, ease or difficulty of locating named individuals and serving documents, etc.;  
Conducts research to locate and assess potential threats posed by individuals and properly serves process;  
Attends the Court of the Justice of the Peace to maintain order when needed;  
Prepares reports, including criminal supplemental report and incidents reports;  
Completes affidavits of service for return to the court of origin;  
Interacts with Constable and Justice Court staff.  
Maintains required security and confidentiality of information encountered or developed in the course of assigned duties;  
Uses computers/computer terminals for data retrieval and entry, maintenance of activity logs, expense records and related reports, affidavits and records documenting service provided;  
Maintains currency on rules and requirements for service, as determined by the Arizona Supreme Court, Arizona Rules of Civil Procedure and those courts for whom service of process is provided;  
Operates and performs operator-level servicing of assigned County vehicles;  
May testify in court as to service of legal documents.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- defensive tactics and proficient in the use of an impact baton and pepper spray;
- how and when to summon the additional assistance of law enforcement resources;
- rules and legal requirements governing service of process and related legal documents;
- methods of locating individuals, via personal contact, research of public and confidential court/law enforcement records, contact with individuals and other means;
- computer terminal/personal computer operation and relevant software programs to facilitate identification and location of subjects, and subsequent documentation of activities;
- required security and confidentiality measures for information encountered or developed during course of duties;
- requirements for safe operation and operator-level servicing of assigned vehicles.

Skill in:

- effectively and safely interacting with individuals in potentially hostile or confrontational situations;



## Estimated Costs for 2 Deputy Constable Positions

	<b># of Positions</b>	<b>Salary</b>	<b>Benefits (60%)</b>	<b>Annual Salary and Benefits per Position</b>	<b>Total Annualized Costs</b>	<b>Costs for FY 2023</b>	
Deputy Cor	2	55,000.00	33,000.00	88,000.00	176,000.00	\$ 102,666.67	7 months
<b>Total Personnel Costs</b>						<u>102,666.67</u>	
One-Time Costs							
Desks, Corr	2	5,000.00				10,000.00	
Uniforms, ξ	2	10,000.00				20,000.00	
<b>One Time Costs</b>						<u>30,000.00</u>	
<b>Total Cost for FY 2023</b>						<u><u>\$ 132,666.67</u></u>	