

\*= 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:

	All	
Department: Human Resources	Telephone: 520-724-8028	
Contact: Dustin Green	Telephone: 520-724-8111	
Department Director Signature:	R	10/27/2022
Deputy County Administrator Signature:	$\square$	Date:
County Administrator Signature:	her	Date: Wrance

<u>Code</u>: 7304 <u>Title</u>: DEPUTY CONSTABLE

<u>SUMMARY</u>: 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.

<u>DUTIES/RESPONSIBILITIES</u>: (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;

- maintaining a high degree of professionalism and effective communication with individuals of varied social, economic, and cultural backgrounds, under stressful situations;
- reading and interpreting court documents and other legal materials to determine time constraints for service, court appearance date(s), specific identification of individuals to be served, restrictions on service, etc.;
- serving, documenting and reporting legal process activity, delivery or attempts at delivery;
- locating individuals for service of legal process, through various investigative means. researching databases and computer-based resources to facilitate subject location and delivery of process;
- · determining sequence of work according to mandated rules of the courts or other officials;
- · documenting expenses, mileage and other costs incurred in locating and serving individuals;
- communicating effectively, both orally (in person; telephonically, by radio) and in writing;
- reading and interpreting maps to determine locations, addresses and routes;

# DESIRED QUALIFICATIONS: EITHER

(1) A high school diploma or GED certificate and two years of public contact experience in a criminal justice setting which would include: legal, law enforcement, corrections/detention, courts or other related public-sector setting.

OR

(2) Six months of experience as a certified Law Enforcement Officer.

## **OTHER REQUIREMENTS**:

<u>Licenses and Certificates</u>: Must be an Arizona Peace Officer Standards and Training (AZPOST) certified law enforcement officer. A Superior Court Process Servers Card is required at the time of application, per Arizona Rules of Civil Procedure 4(e). All positions require a valid Arizona Class D driver license at the time of application. The valid Arizona driver license shall be unencumbered by any ignition interlock restrictions. Failure to maintain the required licensure shall be grounds for termination. Must possess or have the ability to obtain a valid Arizona driver's license by the time of hire

<u>Special Notice Items</u>: The Deputy Constable may encounter verbally and physically abusive defendants when serving orders of protection, seizing property, and evicting defendants from their homes and residents. Must be 21 years of age at time of appointment, per Arizona Rules of Civil Procedure 4(e). Maintenance of a current Superior Court Process Servers Card is a condition of employment; failure to maintain a current Card may be grounds for termination. All positions require satisfactory completion of a background investigation by law enforcement agencies or the courts, due to need for access to law enforcement, corrections or court facilities, records, communications and related materials. Some positions may require demonstrable fluency in English and a second language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

# Estimated Costs for 2 Deputy Constable Positions

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

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