

## **CONSTABLE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is peace officer work conducted at the Town or Village level and employees in this class assist in the investigation of violations of law and local ordinances and the apprehension of law-breakers. Work is performed under direct supervision and incumbents are required to work irregular hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Enforces ordinances or local laws according to the express power of enforcement granted by the Board;  
Answers questions and directs the public, including pedestrian and vehicular traffic;  
Responds to complaints or calls for assistance;  
Maintains order in crowds and attends various events, parades and other public gatherings;  
Checks entrances and exits to buildings to ensure that doors and windows are closed and locked, where and when appropriate;  
Serves or executes attachments, writs, processes, or orders of the courts;  
Investigates suspicious or unusual activities to determine the cause and notifies appropriate personnel when warranted;  
Has power to make warrantless arrests where constitutionally permissible or where allowed pursuant to Criminal Procedure Law;  
Records facts to prepare reports that document incidents.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of geographic area of the municipality;  
Working knowledge of civil and criminal law procedures in New York State;  
Working knowledge of the property, buildings, grounds and facilities of the municipality;  
Skill in motor vehicle operations;  
Skill in the use of firearms;  
Skill in the application of first aide;  
Ability to understand and follow oral and written instructions;  
Ability to deal firmly yet courteously with the public;  
Ability to communicate effectively;

Ability to get along with others;  
Ability to deal with people under stress;  
Willingness to work under adverse conditions;  
Dependability; visual acuity; tact; manual dexterity; high  
personal integrity and excellent moral character;  
Good powers of observation; sound judgment;  
Physical condition commensurate with the demands of the  
position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a general  
equivalency diploma; OR

**SPECIAL REQUIREMENTS:** Possession of a valid New York State  
driver's license.