

## VILLAGE CONSTABLE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of limited law enforcement activities within a geographical jurisdiction. The incumbent exercises powers as granted to Peace Officers by the general laws of N.Y. State and such supplementary powers as may be conferred by the Village Board which are not inconsistent with law. The incumbent works the direct supervision of the Village Mayor. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Enforces Village ordinances or local laws according to the express power of enforcement granted by the Village Board;  
Performs patrol in an assigned area and reports any illegal activities to the appropriate law enforcement agencies;  
Checks parking lots for unauthorized and unregistered vehicles;  
Checks perimeters of buildings for property damage and unauthorized persons on premises;  
Identifies trespassers and asks or escorts people who are trespassing on property to leave;  
Checks entrances and exits to building to ensure that doors and windows are closed and locked, where and when appropriate;  
Issues appearance tickets relating to violations of any statute, local law, local ordinance, rule or regulation affecting the public health, safety and welfare;  
Investigates unusual conditions or disturbances to attempt to determine the cause and notifies appropriate officials when warranted;  
Performs routine traffic control;  
Issues uniform traffic summonses, complaints and appearance tickets for traffic violations;  
Attends and provides security of the Village Court by maintaining order and decorum in the courtroom;  
Maintains order in crowds and attends various events, parades and other public gatherings;  
Answers questions for and directs the public;  
Prepares and maintains a variety of records and reports;  
May be required to appear in court regarding parking violations and summonses;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Vehicle and

VILLAGE CONSTABLE (cont'd)

Traffic Law and all other applicable laws, ordinances and regulations used in Peace Officer activities; good knowledge of the geography of the Village; working knowledge of Village property, buildings, grounds and facilities; ability to make referrals to law enforcement or other agencies in appropriate situations; ability to be courteous yet firm with the public; ability to establish and maintain effective working relationships with other employees, and the general public; ability to understand and follow oral and written directions; ability to make verbal and written reports; ability to maintain composure and make rational judgments under stressful conditions; ability to drive an automobile and operate two way radio; good powers of observation and memory; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, and either one (1) year of college, one (1) year of full-time paid work experience, or one (1) year of military service.

SUBSTITUTION NOTE: One (1) year active service as a member of a volunteer Fire Department or Ambulance Corps. may be substituted for the above stated experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license appropriate to the vehicles operated
2. U.S. citizenship