

VILLAGE CONSTABLE

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

TYPICAL WORK ACTIVITIES:

Enforces Village ordinances or local laws according to the express power of enforcement granted by the Village Board;

Performs patrol duties in an assigned area and reports any illegal activities to the appropriate law enforcement agencies;

Checks doors and windows of building to be sure that they are secure;

Issues appearance tickets relating to enforcement of any statute, local law, ordinance, rule or regulation affecting the public health, safety and welfare;

Directs traffic as needed;

Performs routine traffic control;

Issues uniform traffic summonses, complaints and appearance tickets for traffic violations;

Attends sessions of the Village Court to maintain 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;

Maintains and prepares a variety of records and reports;

May appear in court regarding parking violations and summonses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Vehicle and 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 operate a two-way radio; good powers of observation and memory.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of college, work experience or military service.