

**VLCT PACIF JOB DESCRIPTION SAMPLE**  
**For Appointed Constable Positions With NO Law Enforcement Duties**

**Guidance:** This sample must be tailored to the specific requirements of the position in your municipality. Please read all sections carefully and change, add, or remove wording, including bulleted examples; fill in blanks to reflect the details that apply to your municipality. Be sure to remove all italicized guidance sections. [Bracketed] words show a choice or option to select or remove as appropriate.

The role of a constable varies from town to town, and depends upon whether he or she: (1) has received law enforcement certification from the Vermont Criminal Justice Council; (2) is elected or appointed; and (3) whether (irrespective of law enforcement certification) the voters have elected to limit his or her law enforcement powers.

A constable may act only when authorized by a specific statute. A constable may not legally exercise law enforcement authority without completing the basic training requirements and annual in-service training within a time and manner prescribed by the Vermont Criminal Justice Council. 20 V.S.A. § 2358(a). Even if a constable has received such training, a municipality may vote to prohibit the constable from executing any law enforcement authority. 24 V.S.A. § 1936a.

All job descriptions should be updated regularly to reflect changes.

**APPOINTED CONSTABLE**

[TOWN/CITY] OF \_\_\_\_\_

**FLSA Status:** Exempt

Full-time  Part-time

**Reports To:** Selectboard

**Work Hours:**

**OBJECTIVE/PURPOSE**

**Guidance:** This section is a short summary (one to three sentences) that expresses why the position exists. Example:

The Town Constable is appointed by the Selectboard and authorized to engage in community outreach and trust-building duties to support the effective functioning of the Town and safety and well-being of its citizens. Certain duties, as specified below and by nature of the duty itself, may require completion beyond the Town's boundaries; however, the Constable's jurisdiction itself is limited to the boundaries of the Town of \_\_\_\_\_.

**DUTIES AND RESPONSIBILITIES**

**Guidance:** This section should list all duties essential to the successful performance of this job. Be specific and use action words and adjectives that communicate how, where, when, how often or why tasks are done. List the job duties in order of importance or amount of time spent. If possible, list the percentage of time spent or use words that describe how often the duty is performed. This will help identify which functions are "essential" vs. which are incidental. (Note

*that important duties, even if done infrequently, can still be considered essential to a job.) The distinction between essential and incidental is an important judgment to make when complying with Americans with Disabilities Act (ADA) requirements. **Each municipality is unique. Be sure to tailor your list to the specific duties and how they are done in your municipality. This sample represents the “ceiling” of what a Constable may be permitted to do; however, many communities’ needs are likely to be much lower, and contain fewer duties and permissions. Be sure to remove any examples that do not apply.***

Examples:

- Safely and legally operates municipal vehicle during the discharge of all duties for the Town. Use of personal vehicle while on duty for the Town is prohibited. (*Guidance: if the Town allows use of a personal vehicle, please contact VLCT Underwriting, for insurance coverage recommendations.*)
- Responds to calls in a timely manner and attempts to resolve citizen inquiries and complaints.
- Responds to emergencies to provide assistance and help maintain public order, applying good judgement and common sense based on the situation.
- Maintains a working knowledge of and personally complies with all local, state and federal statutes and regulations.
- Maintains effective communications with the Selectboard, other municipal officials, Town employees and the general public, ensuring that all interactions are professional, courteous and helpful.
- Interacts with law enforcement agencies in a professional and collegial manner that fosters cooperation.
- Ensures effective, timely, and courteous response to requests and concerns expressed by the public.
- Works with the Selectboard to create outreach programs in the schools and the community to educate the public about issues including, but not limited to, drug and alcohol awareness, bicycle or motor vehicle safety, neighborhood safety improvements, etc.
- Records the facts related to incidents and activities in a timely manner to produce accurate documentation and reports. Regularly updates the Selectboard on important matters. Provides written report to Selectboard on at least a [*monthly/bi-weekly*] basis. Reports must include dates of activities and occurrences, a brief description of each issue and how it was resolved, and the amount of time spent.
- Enforces local ordinances, completes paperwork and submissions of tickets written for violations as required.
- May serve civil process – including complaints, summonses, subpoenas, writs, and

restraining orders within the Town's jurisdiction. In service of process, constables have the same powers and are subject to the same liabilities and penalties as sheriffs. 12 V.S.A. § 693. No constable is allowed to serve writs in cases in which he or she has a personal and/or financial interest in the debt involved. 12 V.S.A. § 694.

- Serves as tax collector if no specific officer by that title is elected at Town Meeting. 24 V.S.A. § 1529.
- Collects delinquent taxes, when ordered to do so by the Town's Tax Collector, by seizing and selling the delinquent taxpayer's property by legal process. 32 V.S.A. § 5139.
- May destroy unlicensed animals, following the requirements of 20 V.S.A. §§ 3621-3623, after consultation with Selectboard and attempts to rehome stray animals through animal shelter(s) and may kill an injured deer in accordance with 10 V.S.A. § 4749.
- May assist the health officer in the discharge of their duties. 18 V.S.A. § 617.
- During Town Meeting, may be called upon by the Moderator to remove a persistently disorderly person who is disturbing the meeting. 17 V.S.A. § 2659.
- Undergoes ongoing training, as available and appropriate.
- Oversees routine maintenance (including washing, cleaning, oil changes, and tire changes) and minor repairs on municipal vehicle, ensuring that proper maintenance takes place to preserve vehicle longevity and ensure safe operation as per the budget allocation.
- Follows safety precautions, procedures, and best practices at all times, including wearing proper personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials, and members of the public are professional, courteous, and helpful.
- Provides professional and effective response to requests and concerns expressed by the public.
- Complies with all municipal policies and ordinances and state and federal laws and regulations.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

***Guidance:*** This section lists the experience and qualifications needed to do the job. Distinguish between experience truly needed and the ability to learn skills through training and on-the-job learning. Consider that some skills may be transferrable from other experience. To comply with the Americans with Disabilities Act (ADA) and other non-discrimination requirements, be sure that qualifications are truly job-related. Examples:

- Must maintain up-to-date knowledge of laws, legal codes, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must demonstrate strong judgment, decision making, customer service, and communication skills.
- Must have a strong ability to maintain composure under pressure and interact tactfully with diverse types of people, including those with mental or physical disabilities, diverse gender identities, and Black, Indigenous, and People of Color (BIPOC).
- Must be willing to learn and apply de-escalation techniques, as needed.
- Must be willing to calmly and professionally receive and apply constructive feedback.
- Must be able to respond to citizen complaints and other situations in a calm and sensitive manner without bias.
- Must be able to remain composed in high pressure situations.
- Must possess sufficient physical resources to stay alert, focused, and functional.
- Must put on and wear issued uniform, if provided, and all associated equipment, including PPE. Must carry town-provided identification when performing work duties.
- Must engage in all required safety and other appropriate training.
- Must submit to and pass all pre-employment testing, to include a comprehensive background investigation.

## **EDUCATION AND TRAINING**

**Guidance:** *This section indicates the minimum level of education required (ensure that it is realistic and justifiable) as well as the level that would be helpful or preferable in this role. Consider realistic substitutions such as a mix of education and/or experience that might take the place of a specific degree or education level. Indicate any required certifications or licenses that are required or would be helpful. Examples:*

- High school diploma or equivalent required;
- Valid driver's license and clean driving record are required;
- A minimum of \_\_\_\_ years of relevant experience is required.

## **TOOLS/TECHNOLOGY**

**Guidance:** *List the applicable tools, equipment, machinery, computers, software etc. that are used in this role. Examples:*

- Must safely use authorized weapons only as authorized and only as needed pursuant to law and policy;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
- Ability to quickly learn and effectively use software programs including:  
[\_\_\_\_\_.]

## **PHYSICAL AND MENTAL DEMANDS**

**Guidance:** Describe the physical and mental requirements that must be met to successfully perform this job. Consider the forces that must be applied and objects that are lifted in order to specify the current moving and/or lifting requirements. **Examples:**

- Must demonstrate excellent judgment, decision making, customer service, and clear written and verbal communication skills.
- Must be able to evaluate and effectively solve problems.
- Must be able to handle stressful situations in a calm and professional manner and be able to defuse conflict.
- Must demonstrate dexterity, quick reflexes, and visual acuity to safely drive assigned municipal vehicle for periods of time that may include darkness and challenging weather conditions.
- Must maintain proficiency for the use of firearm(s) and any other authorized weapons.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort when called to duty.
- Frequently and repeatedly lifts or moves up to \_\_\_ pounds and occasionally lifts or moves up to \_\_\_ pounds.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, and frequent grasping.
- Must have good hearing and speaking abilities to communicate with others in person, over the phone, radio, etc.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to read, comprehend and follow complex written and verbal directions and instructions.

## **WORK ENVIRONMENT/CONDITIONS**

**Guidance:** Describe the working environment and work conditions. Include any conditions that may be unusual, unpleasant, or potentially hazardous as well as travel and on-call requirements. **Examples:**

- Travels within the Town (and outside Town boundaries when required) in municipal vehicle provided by the Town of \_\_\_\_\_;
- Work occurs in various locations, as needed, throughout the Town.
- Willingness to be disturbed and quickly respond during off-hours, at night, and in early morning hours.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions occur during certain months of the year.
- Walking/movement may occur over uneven or slippery ground.
- Position is on-call throughout the year except during [X #] of weeks as authorized in advance by the Selectboard.

## **DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and

