

VACANT POSITION

DEPARTMENT: MAGISTRATE COURT

TO: OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

SUBMIT APPLICATION AND PROOF OF EDUCATION, RESULTS TO:

employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office

CLOSING DATE: POSITION WILL REMAIN OPEN UNTIL FILLED

Job Title: Constable (Position #1902)
Salary: Pay Grade 13; \$40,186
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Monday – Friday; 8am to 5pm; overtime as needed

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma (or GED equivalent) required with six months prior experience working with the public preferably in an area related to law enforcement or Sheriff's Department (or related); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Participates in periodic training activities as required. Must possess a valid Georgia Drivers License. **Must be a resident of Spalding County for at least two years prior to employment.**

GENERAL STATEMENT OF JOB: Under limited supervision, responsible for serving various and numerous court papers and documents for civil and criminal division. Posts public notices regarding Court Sales, conducts sales, and ensures court rulings are carried out. Reports to the Chief Magistrate.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machine, such as a computer, typewriter, fax machine, copy machine, adding machine and telephone, etc. Must also possess a valid Georgia Driver's License and be able to operate a motor vehicle to execute job duties. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to thirty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Serves all civil processes of the court.

Executes writs on dispossessory process and foreclosures; coordinates with judgment holder and eviction crews; oversees any repossessions related to foreclosures, FIFA's and levies.

Serves garnishments notices to businesses; serves defendant copy of garnishment notice by mail, in person or at place of employment.

Ensures public notices regarding monthly Court Sales are posted and/or advertised.

Serves subpoenas and/or orders for criminal division of Court.

Processes paper work from Magistrate Court for Clerk's Office, State Court, District Attorney's Office, Sheriff's Department, Police Department, various attorneys, Georgia State Patrol, GSNTF, SCAC, DFACS, and bonding companies.

Coordinates with Animal Control Department on abandoned animals at site of dispossessories.

Participates in process servers training at GPSTC as required.

ADDITIONAL JOB FUNCTIONS

Serves bad check citations.

Serves as bailiff in all Criminal Court sessions; distributes documents to defendants on pleas and procedures.

Serves County Ordinance Violation papers when needed.

Transports criminal orders and warrants to jail.

Transports deposits to bank for receipt.

Delivers and processes certified mail and regular mail to post office.

Performs other related duties as required.

May 5, 2023
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