



## Constable Magistrate Court

MC/2 – 301P

### JOB SUMMARY

This position serves civil papers for the court and carries out evictions.

### MAJOR DUTIES

1. Serves civil claims, dispossessories, and other court papers.
2. Executes evictions and FIFAs.
3. Completes and prepares appropriate court documents and copies.
4. Schedules evictions with agents and homeowners.
5. Serves as bailiff for Magistrate Court and bond hearings.
6. Makes bank deposits.
7. Attends public safety officer training.
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of relevant state laws and court policies and procedures.
2. Knowledge of the principles and practices of civil process service.
3. Skill in the operation of assigned vehicle.
4. Skill in the use of two-way radio and other communication equipment.
5. Skill in the use of modern office equipment.
6. Skill in the use of a firearm.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Magistrate Court Judge or Chief Constable assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Official Code of Georgia, eviction laws, FIFA laws, legal procedures for bailiff and court room duties, and legal procedures for the execution and service of court documents. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the service and execution of court orders. Dangers inherent in the service of civil papers and the eviction of citizens contribute to the complexity of the position.
- The purpose of this position is to serve and execute civil papers. Success in this position contributes to the efficiency and effectiveness of court operations.

### CONTACTS

- Contacts are typically with court personnel, bankers, attorneys, realtors, home owners, eviction crews, animal control officers, law enforcement personnel, and code enforcement personnel.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and in the field. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.