



# Office of the Constable Collin County, Texas

**Matt Carpenter, Constable**

## **Deputy Constable Job Description**

Collin County is seeking candidates for the position of Deputy Constable. Deputy Constables enforce federal, state and local laws by serving criminal warrants and civil papers to individuals and make arrests when necessary. Perform investigations and searches when the individuals to serve/arrest cannot be located. Serve evictions and writs by driving to the location and maintaining peace while persons and/or property are forcibly removed. Enforce traffic laws by patrolling farm to market roads, county roads, and city streets within the county while also issuing citations as necessary. Deputy Constables perform in-office duties by verifying information on documents to be served, preparing and returning legal documents, routing information to locations in the county and answering the phone. Execute Mental Health warrants/commitments when required. Provide court testimony and write reports. Selected candidate must be available if called upon after hours to respond to county and/or regional related emergencies, such as tornados, floods or mass casualties. Perform related duties as assigned. Work is performed under the direction of the Sergeant (Constable).

**Applicant must possess the knowledge necessary to understand advanced operational, technical, or office processes as well as the following:**

- High School Diploma or GED
- Five years of full-time law enforcement service in the United States as a sworn Police Officer
- Thirty (30) hours of college education from a regionally accredited university or college with a 2.0 or higher overall grade point average; OR
- Two years of active duty U.S. Military service with an Honorable Discharge; OR
- A combination of education and sworn law enforcement experience.

Applicant must possess and maintain a valid Texas Operator's Driver's License with an acceptable driving record. Applicant must be able to pass a background investigation and be willing to work shift work hours. Applicant must have active current TCOLE peace officer license

Copies of the following documents are required during the background check process for Deputy Constable.

- Current, unexpired Texas Driver's License
- Active TCOLE license
- Birth Certificate (original or original copy)
- High School Diploma, Transcript, or GED (original or original copy)
- Transcript(s) from all colleges attended (original or original copy)
- Military-DD214 (if applicable)
- United States citizenship documents if not born in the United States

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2300 Bloomdale Road, Suite 1136. McKinney, Texas 75071

Office 972-548-4419 / Fax 972-548-4785

[www.const1@co.collin.tx.us](http://www.const1@co.collin.tx.us)

**Workplace and Benefits**

Collin County offers a fast-paced working environment, tuition reimbursement, and a comprehensive benefits package including medical, dental, vision, life insurance, and long and short term disability. Retirement benefits have an excellent employer match.

You must submit a completed application to be considered for employment. Attaching a resume is not considered an acceptable substitute for a completed application.

COLLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Compensation**

*Starting Salary: \$65,228 per year*

**Apply Now:**

<https://www.collincountytx.gov/Government/Human-Resources/careers>

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