*Town of Windham VT Constable Job Description*

**Reports To**: Selectboard

**Work Hours**: As determined by the Selectboard

**Pay:** Annual stipend and mileage reimbursement set by the Selectboard annually.

## TOWN CONSTABLE JOB DESCRIPTION

The Town Constable, appointed by the Selectboard, plays a crucial role in community outreach and trust-building. Their responsibilities support the effective functioning of Windham, VT, and the safety and well-being of its citizens. While the Constable's duties may occasionally extend beyond town boundaries, their jurisdiction remains limited to Windham.

Key responsibilities include assisting with the enforcement of local ordinances, maintaining positive relationships with the community, and upholding the rights provided by the Vermont Constitution.

This role operates under specific state statutory authorization. A constable cannot exercise law enforcement authority without completing the required training as prescribed by the Vermont Criminal Justice Council (20 V.S.A. § 2358(a)). However, even if trained, the Electorate of Town of Windham has voted to prohibit the Town Constable from executing law enforcement authority during their official duties (24 V.S.A. § 1936a).

## IDEAL CANDATE

1. A self-starter who's willing to help the community when the need arises.
2. Courteous, people-friendly, and even-tempered in their dealings with all citizens.
3. Observant, logical, smart on their feet, and able to react to rapidly changing situations.
4. An individual who fully understands the nature and duties of the job as well as the limitations of authority and is willing to abide by those limits.
5. Aware of their own limitations and exercises sound judgment by seeking assistance from those who are more qualified or better equipped to handle the task at hand.

## DUTIES AND RESPONSIBILITIES

- Responds to inquiries and complaints in a timely, professional manner; refers matters to appropriate officials as needed.
- Maintains a knowledge of and adheres to local, state and federal statutes and regulations.
- Maintains effective communication between municipal officials/employees, Law Enforcement and the public, in a professional and collegial manner that fosters cooperation.
- Understands and abides by the statutory authority as outlined in 24 V.S.A. § 1936a while refraining from law enforcement actions.

- Assists the Animal Control Officer in addressing violations and complaints related to local animal ordinances.
- Aids during emergencies in accordance with certifications and personal capabilities, using sound judgment.
- Submits a monthly report of activities to the Selectboard. The report shall include the dates of activities, a description of each activity (along with any unresolved issues), the amount of time spent on each activity, and any mileage accrued on the constable's vehicle for each activity listed. This report shall be included in the selectboard minutes as correspondence.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Must have basic computer proficiency, including email, data entry, spreadsheet use, and online research.
- Demonstrates the ability to remain calm under pressure and interact respectfully and impartially with diverse types of people, including those with disabilities, diverse gender identities, and Black, Indigenous, and People of Color.
- Must be willing to calmly and professionally receive and apply constructive feedback.
- Must identify themselves as a town official when conducting official duties.

**WORK ENVIRONMENT/CONDITIONS**

- Position is on-call year-round, potentially working in all weather conditions (rain, snow, ice, heat, etc.).
- Physical demands may include constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent grasping and lifting frequently and repeatedly lifting or moving up to 50 pounds and occasionally lifting or moving up to 150 pounds.

**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 requirements. Additional duties, activities, responsibilities, and requirements may be assigned by the Selectboard, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.
- The constable works at the sole discretion of the Selectboard and can be dismissed without cause by a majority vote of the board.

**EQUAL EMPLOYMENT OPPORTUNITY**

The *Town of Windham, VT is* an Equal Employment Opportunity employer.

**SIGNATURES**

*Employees sign to indicate receipt and understanding of the job description upon hire or when updates occur.*

**Employee Acknowledgement**

I have received and understand the requirements and essential functions and duties of this position.

_____ _____

Employee Signature Date

_____ _____

Selectboard Chair Signature Date