



# CONSTABLES



**John J. Nozar,  
Precinct #1**

The office of the Constable in Justice Precinct #1 is committed to providing accurate and timely legal process with sensitivity and compassion for all parties involved. The office is dedicated to providing excellent internal and external customer service by constantly reviewing processes and procedures during everyday duties.

## MAJOR FUNCTIONS

### Administration:

Supports the department from an administrative role.

### Legal Process Serving:

Serves for the Justice of the Peace and other competent authorities. These legal processes include criminal and civil summons and complaints, subpoenas, small claims summons and subpoenas, special detainers / forcible detainers, writs of restitution, writs of garnishments, injunctions prohibiting harassment, orders of protection, cost recovery, orders to show cause, landlord / tenant communications, skip tracing, and JAU notices.

## 2013-2018 OBJECTIVES

**CR-** Serve 95% of JAU notices within 3 days by June 30, 2018.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## 2014 RESULTS

✓ 87% of legal process documents are served within three days.

## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Constables

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
To serve Judicial Assistance Unit (JAU) Notices for the collection of unpaid fines.					
% of legal process documents served within three days.	87%	89%	91%	93%	95%

## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2011-12	2012-13	2013-14	2014-15
<b>Constable &amp; Deputy</b>	2.00	2.00	2.00	2.00
<b>Administration</b>	1.00	1.00	1.00	1.00
<b>Legal Process Serving</b>	1.00	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

There is no change in staffing levels for fiscal year 2014-15.

The Constable position is elected and all other positions are all regular employment positions; there are no grant employees.



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## 2015 ANNUAL BUDGET

**Revenue:** General Fund support is at the level needed for General Fund expenditures.

**Personnel:** The net increase is primarily the result of increases in the Health Insurance and Other Employee Benefits line items.

**Supplies and Services:** The net increase is primarily due to an increase in the Insurance Premiums line item.

**Capital Outlay:** There is no Capital Outlay budget this fiscal year.

Constable Precinct #1	Actual 2011-12	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	% Change
<b>Sources</b>						
General Revenue	\$ 254,528	\$ 263,818	\$ 298,735	\$ 263,133	\$ 301,126	0.80%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
<b>Total Sources</b>	<b>\$ 254,528</b>	<b>\$ 263,818</b>	<b>\$ 298,735</b>	<b>\$ 263,133</b>	<b>\$ 301,126</b>	<b>0.80%</b>
<b>Uses</b>						
Personnel	221,538	228,583	238,833	229,661	254,652	6.62%
Supplies & Services	32,304	35,235	37,437	33,472	46,474	24.14%
Capital Outlay	-	-	22,465	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
<b>Total Uses</b>	<b>\$ 253,842</b>	<b>\$ 263,818</b>	<b>\$ 298,735</b>	<b>\$ 263,133</b>	<b>\$ 301,126</b>	<b>0.80%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	N/A
Transfers Out	(686)	-	-	-	-	N/A
<b>Total Other Sources &amp; Uses</b>	<b>\$ (686)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A