



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.

- ✓ 95% of legal process documents are served within three days.

Strategic Plan: www.yumacountyaz.gov/strategicplan

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.	95%	90%	90%	90%	90%
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AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function

	2012-13	2013-14	2014-15	2015-16
Constable & Deputy	2.00	2.00	2.00	2.00
Administration	1.00	1.00	1.00	1.00
Legal Process Serving	1.00	1.00	1.00	1.00
Total	4.00	4.00	4.00	4.00

There is no change in staffing levels for fiscal year 2015-16.

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



CONSTABLES

2016 ANNUAL BUDGET

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

Personnel: There are no significant changes this fiscal year.

Supplies and Services: There are no significant changes this fiscal year.

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

Constable Precinct #1	Actual 2012-13	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	% Change
Sources						
General Revenue	\$ 263,818	\$ 300,228	\$ 296,741	\$ 295,029	\$ 309,928	4.44%
Special Revenue	-	-	-	-	-	N/A
Balance Forward	-	-	-	-	-	N/A
Total Sources	\$ 263,818	\$ 300,228	\$ 296,741	\$ 295,029	\$ 309,928	4.44%
Uses						
Personnel	228,583	244,578	250,267	252,500	261,029	4.30%
Supplies & Services	35,235	33,501	46,474	42,529	48,899	5.22%
Capital Outlay	-	22,149	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
Reserves & Contingencies	-	-	-	-	-	N/A
Total Uses	\$ 263,818	\$ 300,228	\$ 296,741	\$ 295,029	\$ 309,928	4.44%
Other Sources & Uses						
Transfers In	-	-	-	-	-	N/A
Transfers Out	-	-	-	-	-	N/A
Total Other Sources & Uses	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	N/A