



# 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 Judicial Assistance Unit (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](http://www.yumacountyaz.gov/strategicplan)

## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Constables

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

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%	95%	95%	95%
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## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	206-17
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
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

The department has no staffing changes for fiscal year 2016-17.

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



# CONSTABLES

## 2017 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 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ 300,228	\$ 296,713	\$ 309,928	\$ 297,741	\$ 319,086	2.95%
Special Revenue	-	-	-	-	-	-
Balance Forward	-	-	-	-	-	-
<b>Total Sources</b>	<b>\$ 300,228</b>	<b>\$ 296,713</b>	<b>\$ 309,928</b>	<b>\$ 297,741</b>	<b>\$ 319,086</b>	<b>2.95%</b>
<b>Uses</b>						
Personnel	244,578	249,884	261,029	254,256	271,015	3.83%
Supplies & Services	33,501	46,829	48,899	43,485	48,071	-1.69%
Capital Outlay	22,149	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	-	-	-	-
<b>Total Uses</b>	<b>\$ 300,228</b>	<b>\$ 296,713</b>	<b>\$ 309,928</b>	<b>\$ 297,741</b>	<b>\$ 319,086</b>	<b>2.95%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	-