



IDENTIFICATION

| Department | Position Title | |
|-----------------|--------------------------|----------------------------|
| Justice | Relief Sheriff's Officer | |
| Position Number | Community | Division/Region |
| 82-11818 | Hay River | Court Services/South Slave |

PURPOSE OF THE POSITION

The Relief Sheriff's Officer provides security for the Courts of the Northwest Territories in accordance with law and judicially accepted practices and procedures. The Relief Sheriff's Officer provides protective services for the judiciary, court staff, members of the public and the jury, in the courtroom and while on court circuit and building security in court facilities. The Relief Sheriff's Officer manages juries during trials according to court practices and the *Criminal Code*. The Relief Sheriff's Officer performs civil enforcement duties which include conducting seizures, evictions, court ordered sales and service of court orders and legal documents.

SCOPE

Located in Hay River, the Relief Sheriff's Officer reports directly to Manager, Sheriff Services.

The Relief Sheriff's Officer exercises independent statutory authority under the following appointments: Deputy Sheriff, Peace Officer, Notary Public, and is also an ex-officio Deputy Marshal for Federal Court.

The incumbent will provide security for eight resident judges, deputy judges and justices of the four levels of court in the Northwest Territories (Court of Appeal, Supreme Court, Territorial Court, Justice of the Peace Court) and the court facilities

The Relief Sheriff's Officer must conduct oneself at all times (including outside of office hours) in a manner that will not cause the administration of justice to be or be seen to be in disrepute, and must also ensure that the independence of the judiciary is upheld at all times.

There will be regular contact with the general public, legal community, judiciary and other clients to provide and receive information, interpret rules of the court and numerous pieces of legislation pertaining to court actions and civil enforcement activities.

The Relief Sheriff's Officer assists with jury selection and is responsible for ensuring security of the jury and that jurors have all necessary amenities for trials. There are approximately 40 jury trials scheduled which requires upwards of 10,000 jury summons per year.

With an excess of 1,000 days of court set per calendar year the Relief Sheriff's Officer is required to travel to all communities in the Northwest Territories.

The Relief Sheriff's Office carries out approximately 100 seizures of goods and property each year. The incumbent understand the legal implications/ramifications of issuing and/or filing documents in compliance with legislative requirements and in a timely fashion in order to avoid potential lawsuits against the Courts, Court personnel or the GNWT and the inherent financial and possible human implications.

The incumbent is responsible for examining, and returning or accepting documents for filing, and issuing on behalf of the Sheriff's Office, in order to determine compliance with legislative requirements such as Rules of Court, approximately 25 territorial/ federal statutes and Court policies and procedures. The Relief Sheriff's Officer is also responsible for conducting the sales of goods and land valued at \$500,000 annually.

The Relief Sheriff's Officer will independently exercise statutory authority while performing civil enforcement duties with little or no direct supervision. Errors may impact on the livelihood, property or freedom of affected individuals.

RESPONSIBILITIES

1. Ensures court and building security

- Provides transportation and protective services to Judges and court staff
- Respond to physically demanding altercations and situations
- Assess potential and actual security threats and liaises with the judiciary and other parties prior to court to determine the security requirements and then directs and implements the appropriate level of security for each court or situation
- Provides security for the judiciary, court staff, and public while in court, on court circuit and in the courthouse (or rented facilities) including security sweeps of facilities, searching of individuals and removal of potential risks and individuals who may be a cause for security concern
- Contacts the RCMP for assistance if necessary
- Secures and transports court exhibits when required
- Operates and maintains security equipment for all courts
- Responds to fire, bomb and hostage threats and or/other emergencies

- Provides transportation and protective services to sequestered juries, and must ensure that jurors receive sufficient amenities while sequestered
- If requested by the presiding Judge, provides 24 hour on call protective services to judges while on circuit
- Transports court parties to assizes

2. Exercises statutory authority in the performance of civil enforcement duties

- Plans for and exercises statutory while performing eviction orders as granted by the Court and ensures the safety of occupants and security of property before relinquishing property to the landlord.
- Plans for and executes seizures of real property (land, buildings, vehicles, etc.) and the contents thereof under court order or creditor distress proceedings, and ensures safekeeping of seized goods.
- Conducts sales of goods and lands as authorized by court order and completes court documents as required
- Reviews legal documents (i.e.: writs, eviction orders, etc.) for compliance with rules of court, legislation, Judge's directives; identifies omissions or errors and determines corrective measures necessary before accepting documents for issuing and/or filing
- Responds to a variety of inquiries from the legal profession, members of the public and other clients in a professional and clear manner, without giving legal advice
- Calculates and assigns fees according to the appropriate fee schedules for the Sheriff's Office
- Communicates directions from the judiciary and ensures compliance with those directions to the legal profession, members of the public and other clients
- Receives and ensures sufficient monies, indemnity or bonding in an advance of processing instructions for civil enforcement
- Plans for execution of civil enforcement tasks through the determination of the whereabouts of respondents and the location of assets, ownership and legal status of assets by conducting interviews and performing record searches
- Administers oaths and notarizes documents as Notary Public
- Inputs data and prints statistical and informational reports, which relate to security and enforcement issues for the Manager, and Director from the document service program, the NWT Courts' court information management program (FACTS) and other databases.

3. Administration of Jury Management

- Has primary responsibility for the safety, security and organization of juries during jury trial proceedings.
- Responds to inquiries and exercises statutory authority to disqualify, excuse and exempt jurors
- Attends various locations in any community when ordered to select random persons (talesmen) and requires their attendance under law for the purpose of jury selection when ordered by a judge

- Completes attendance of jurors prior to court and following all adjournments, explains procedures to jurors, and provides/arranges for all jury comforts and needs
- Investigates non-appearance of jurors or jury panel members and performs arrests as the need arises
- Hires and trains jury guards in each community where Court is held
- Processes payment of jury fees to jurors by calculating fees and expenses and verifying payments
- Maintains the Jury Management database by updating juror information and panel lists upon completion of each trial.

WORKING CONDITIONS

Physical Demands

The incumbent may have to lift heavy objects weighing up to 50lbs during civil enforcements and while on circuit. Physical confrontation with persons in custody, who are high risk, or under mental or physical stress occurs approximately 1-2 times per month for a high degree of intensity.

Environmental Conditions

There may be exposure to hazardous conditions while providing civil enforcement services such as performing seizures/services in extreme cold and being exposed to chemicals. The handling of some exhibits may be toxic, contaminated, or pose a health risk in some way. The incumbent will work directly in an environment where they can be exposed to communicable diseases on a daily basis.

Sensory Demands

The incumbent is required to sit for extended periods of time in Court, while remaining alert to the environment and potential security issues, at all times. The incumbent must always be alert to their surroundings and persons/threats when providing security to judges, the court party and when performing civil enforcement duties.

Mental Demands

The incumbent will be dealing with people under stress who do not understand the judicial system and may become hostile and abusive. Constant awareness of unpredictability of responses and possible threats from clients while in court, when performing evictions, seizures and at the counter. The incumbent may have last minute deadlines for filing documents, and may have to work extended hours as dictated by the court schedule with little or no advance notice. The incumbent is exposed to graphic evidence and testimony in court which may affect their personal and social life. The incumbent will also be required to travel up to 50 days of the year. The incumbent may be required to provide 24 hour on call protective services to judges while on circuit. The incumbent will be subject to phone calls and direct disruptions to family life while on-call during off-duty hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and the ability to interpret legislation and court documents as they relate to Sheriff's duties
- Demonstrated working knowledge of enforcement procedures
- Ability to apply the 'Use of Force Model" which includes the proper use of pepper spray, ASP baton techniques, pressure point tactics and come-along techniques
- Knowledge of the court and jury security practices and procedures to ensure that courts and the judiciary are adequately protected
- Ability to physically react quickly to critical altercations or confrontations in court, at the registry or on circuit
- Ability to de-escalate high-tension situations that may involve difficult, combative or armed persons.
- Ability to perform duties while dealing with difficult people in a stressful environment with tact and discretion, and in a clear concise manner
- Ability to write and communicate in a clear and concise manner in order to interpret and relay information, and when providing direction while enforcing safety and security issues, clarifying intentions around a certain course of action, serving documents or providing bailiffs with direction
- Good problem solving and analytical skills, particularly when providing security in court, resolving potentially volatile situations or performing evictions, foreclosures and seizures
- Good judgment and initiative are required when making difficult decisions under the pressure of time constraints and public scrutiny, particularly when deciding what action to take with abusive or hostile clients in order to diffuse a situation
- Must be self-motivated, organized and able to work independently in a fast paced multi-tasked environment that requires policies, procedures and protocol to be adhered to under strict time constraints
- Knowledge of and the ability to communicate in a cross-cultural environment
- Thorough understanding of the role of an officer of the court and the independence of the judiciary
- Ability to understand and follow the principles of court conduct and decorum
- Demonstrated word processing, data entry and general math skills in order to write letters input document information in computerized programs and calculate costs or the value of seized items
- Maintain a level of physical fitness to complete the Physical Abilities Requirement Evaluation (PARE)
- Must have a valid Class 4 driver's license, current First Aid, CPR and Automated External Defibrillator (AED) Certificates

Typically, the above qualifications would be attained by:

Certificate or course work in law enforcement with one year of practical experience in a court security or enforcement environment.

A medical certification of fitness to perform the duties associated with position is a requirement.

A bona fide requirement of the position is passing the Physical Abilities Requirement Evaluation (PARE).

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred