



IDENTIFICATION

Department	Position Title	
Justice	Bilingual Relief Sheriff's Officer	
Position Number	Community	Division/Region
82-14963	Yellowknife	Court Services/North Slave

PURPOSE OF THE POSITION

The Bilingual Relief Sheriff's Officer provides security for the Courts of the Northwest Territories in accordance with law and judicially accepted practices and procedures. The Bilingual 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 Bilingual Relief Sheriff's Officer manages juries during trials according to court practices and the *Criminal Code*.

The Bilingual Relief Sheriff's Officer performs civil enforcement duties which include conducting seizures, evictions, court ordered sales and service of court orders and legal documents. The Bilingual Relief Sheriff's Officer also manages security and safety of the courthouse cell area and in-custody persons in that area and provides secure escort of persons-in-custody to courtrooms within the Yellowknife courthouse and alternate court locations in Yellowknife.

SCOPE

Located in Yellowknife and reporting to the Sheriff's Officer Supervisor, the Bilingual 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 Bilingual Relief Sheriff's Officer will ensure the protection of officials and property as well as directly participate in numerous judicial, quasi-judicial and enforcement processes. The incumbent provides physical security for judges and justices of the peace while in court, during travel and while at court facilities.



The Bilingual Relief Sheriff's Officer must always (including outside office hours) conduct themselves in a manner that will not cause the administration of justice to be or be seen to be in disrepute and must uphold the independence of the judiciary.

As a Peace Officer, the incumbent will have regular contact with the public, legal community, judiciary, and other clients and must be able to communicate at all levels to provide and receive information, interpret rules of the court and numerous pieces of legislation pertaining to court actions and civil enforcement activities in a succinct manner.

The Sheriff's Office oversees approximately 40 jury trials scheduled requiring approximately 10,000 jury summonses annually, an excess of 1,000 days of court set in 23 communities, approximately 100 seizures of goods and property each year, conducting sales of goods and land seized through judicial and enforcement processes.

The Bilingual Relief Sheriff's Officer performs all functions with proficiency, tact and diplomacy to ensure the safety and dignity of participants alongside security of all participants and property including performing document services, seizures and evictions without direct supervision. Errors may impact the safety and security, livelihood, property, or freedom of affected individuals.

The Bilingual Relief Sheriff's Officer regularly attends various businesses, residences and other locations in the community to perform their duty where unknown risks may be found. Risks the incumbent may encounter include but are not limited to resistant or potentially armed combative persons, potential exposure to drugs including fentanyl, vicious animals, and barricaded and fortified properties.

The Bilingual Relief Sheriff's Officer will supervise up to 5 persons-in-custody and must be prepared to react to physically threatening situations with an appropriate response with concern for safety of self, offenders, and others. Persons in-custody are at the greatest risk for flight and potential threats from others (victim's families, public, etc.) when being escorted outside the courthouse. The Bilingual Relief Sheriff's Officer will transport in-custody individuals from correctional centers to courthouses or off-site locations within Yellowknife.

RESPONSIBILITIES

1. Ensures security for participants and facilities.

- 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 or individuals who may pose a threat to their security.
- Required to travel to any community within the Northwest Territories where court is required.



- Actively participates in court security activities for high profile trials, hearings and offenders which present greater than usual risk to staff or others.
- Applies sound judgment, de-escalation techniques and use of force model possibly escalating to a physical response which may include the use of security tools such as collapsible baton, handcuffs and pepper spray when responding to incidents or threats of a physical nature dealing with one or more persons who may be armed, intoxicated and violent.
- Provides transportation of judges and court officials to court locations including extensive highway driving during all weather and times of day.
- Assess potential and actual security threats in real-time to determine an appropriate response to ensure safety, security and preservation of property and then directs and implements the appropriate level of security for each court and/or situation.
- Liaises with the judiciary, RCMP and other parties on security issues and during security incidents.
- Secures and transports court exhibits when required.
- Operates and maintains security equipment at court locations including pass-through and hand-held metal detectors.
- Responds to fire, bomb and hostage threats and or/other emergencies.
- If requested by the presiding Judge, provides round the clock on call protective services to judges while on circuit.

2. Ensures safety and security of courthouse cell area and persons in custody.

- Directly supervises persons in-custody and maintains adequate separation of offenders according to age, sex or court order.
- Continually conducts risk assessments and acts proactively to mitigate risks posed by persons in-custody and others.
- Reviews and interprets legal documents to ensure authorized intake or release of persons.
- Liaises with outside agencies to ensure persons in-custody are transported to the courthouse for assigned court appearances.
- Actively participates in cell security activities for high profile in-custody persons who present a greater than usual risk to staff and safety.
- Monitor, record, and report movements of persons in-custody within courthouse.
- Ensure the health and safety of persons in-custody and respond to emergencies.
- Respond to physically demanding altercations and situations.
- May be required to use physical force or the use of authorized tools (restraint equipment, collapsible baton, oleoresin capsicum spray).
- Performs physical searches of persons as they enter the courthouse cell area.
- Planning and conducting cell inspections for the purpose of identifying any safety, security, or health concerns.



3. Provides transportation and escorts persons-in-custody.

- Continually conducts risk assessments and acts proactively to mitigate risks posed by persons-in-custody and others.
- Escorts persons-in-custody to courtrooms within the courthouse and supervise them until their matter is concluded.
- Directly supervise persons-in-custody while attending court at offsite locations.
- Ensure the health and safety of persons in-custody while attending court.
- Provide secure transport of persons-in-custody between the Yellowknife Courthouse, North Slave Correctional Center (NSCC), North Slave Young Offender Facility (NSYOF), Yellowknife RCMP Detachment, Stanton Territorial Hospital, or any offsite court location within Yellowknife. Performs physical searches of persons-in-custody prior to transporting.

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

- Plans for and exercises independent statutory authority 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 exercises independent statutory authority while executing seizures of real property (land, buildings, vehicles) 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.
- Required to travel to any community within the Northwest Territories where civil enforcement is required.
- Reviews legal documents (i.e.: writs, eviction orders) 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 legal professionals, 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 professional, 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.

5. Administration of Jury Management

- Has primary responsibility for the safety, security, and organization of juries during jury trial proceedings in any community in the Northwest Territories
- 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.

6. Promotes professional growth and development within the Sheriff's Office

- The Bilingual Relief Sheriff's Officer may be assigned to lead activities and mentor less experienced officers through demonstration and providing guidance on court security procedures, enforcement techniques, and professional conduct, ensuring consistency and adherence to policies and regulations.

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The incumbent works in a secure environment where there can be exposure to communicable diseases daily. The rate of exposure increases when the incumbent is engaged in direct intervention with persons in custody. 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. Incumbent will travel by air on scheduled flights and small charter aircraft. Travel on rough and/or winter (ice) roads. Incumbent will be required to share commons spaces, kitchens, bathrooms and rooms in small communities up to fourteen (14) days at a time.

Sensory Demands

The incumbent must use the combined senses of sight, touch and hearing to maintain awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring. (i.e., illegal substances, searches) The incumbent is required to sit for extended periods of time in court while remaining alert to the environment and potential security issues, while providing security to in-custody individuals, general public and staff.

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 registry counter. 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 is required to interact with persons in-custody who may be agitated resulting in a potentially hostile and unpredictable behavior. Uncertainty of schedule when assigned to court or cells, phone calls and callouts while on call during off duty hours may cause disruptions to family life.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and the ability to interpret legislation and court documents as they relate to Sheriff's duties
- 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, court cell area, 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 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

- Problem solving and analytical skills, particularly when providing security in court, resolving potentially volatile situations, or performing evictions, foreclosures, and seizures
- 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 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
- 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
- Word processing, data entry and general math skills 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
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Diploma from a recognized post-secondary institution in a related field with two years of experience in a court security or enforcement environment.

Equivalent combination of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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

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