



## IDENTIFICATION

Department	Position Title	
Justice	Intern, Sheriff's Officer	
Position Number	Community	Division/Region
82-14900	Yellowknife	Court Services/North Slave

## PURPOSE OF THE POSITION

Under the direction of the Manager, Sheriff Services, to apply one's education and abilities to work in a progressively more responsible manner providing security and civil enforcement services for Court of Appeal, Supreme Court, Territorial Court and Justice of the Peace Court in accordance with law and judicially accepted practices and procedures.

## SCOPE

- Holds the following statutory appointments:
  - Deputy Sheriff
  - Designation as a Peace Officer
- Must conduct oneself at all times (including outside office hours) in a manner that will not cause the administration of justice to be, or be seen, to be in disrepute;
- Must at all times ensure that the independence of the judiciary is upheld;
- Must become familiar with providing security for Court of Appeal, Supreme Court, Territorial Court and justice of the Peace Court, and the Courthouse Buildings;
- Learns to interpret rules of court and legislation for members of the legal community, general public and other clients;
- Performs statutory functions with direct supervision;
- Regular contact with public, legal community, judiciary and other clients to provide and receive information;
- Must become familiar with and 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;

- Refers to Court and Civil enforcement policies and procedures, Criminal Code and other legislation;
- Must become familiar with interpreting Rules of Court for Court of Appeal, Supreme and Territorial Court;
- Conducts the sales of goods and land with direct supervision;
- Must become familiar with processing document service requests;
- Must become familiar with ensuring sufficient persons are summonsed for jury selection, assists with jury selection and is responsible for ensuring security of the jury and that jurors have all necessary amenities for trials with direct supervision;
- Must become familiar with examining documents for filing and/or issuing on behalf of the Sheriff's Office, in order to determine compliance with legislative requirements (e.g. rules of court, numerous (approximately 25) territorial and federal Acts, Court policies and procedures) so that the documents can form part of the official file within strict time constraints;

The Intern Sheriff's Officer will develop the knowledge and skills required to perform the following responsibilities through demonstration, assisting and performance of tasks with a level of supervision commensurate with their proficiency throughout their development. On-the-job and other training opportunities will be provided to support the incumbent's learning plan.

## **RESPONSIBILITIES**

### **1. Assist in the provision of court and building security.**

- Provide transportation and protective services to Judges, court staff and juries
- Assist with responding to physically demanding altercations and situations within scope of knowledge
- Assist with assessing potential and actual security threats, work with others to determine security requirements, and then provide implementation of solutions
- Assist with providing security to all while in court, both on circuit and in the courthouse (or rented facilities), including facilities sweeps and searches of individuals
- Assist with taking persons into custody and transporting prisoners
- Assists with operation and maintenance of security equipment for all courts

### **2. Exercises statutory authority in accepting and processing documents**

- Assists with reviewing legal documentation (i.e., writs, eviction orders) for compliance and accuracy before accepting for applicable processing
- Assists with the calculation and assignment of fees, according to fee schedules
- Assists with acceptance of fees and trust monies, and processing bailiff fees
- Assists with researching writs of possession, seizure and sales, evictions, and other Court Orders and warrants by determining the whereabouts of respondents and the location of assets, investigating the ownership and the legal status of assets through interviews and searching records.

- Assists with execution of evictions, seizures, removal of goods and lands, and ensures safekeeping of goods, and completion of returns as required
- Administers oaths and commissions documents
- Performs data entry and prints reports related to security and enforcement

### **3. Assists with Administration of Jury Management.**

- Assists with preparing jury lists
- Assists with forwarding jury summonses for service to bailiffs or RCMP, ensuring summonses are served and returns are processed
- Assist with responding to enquiries and exercising statutory authority to disqualify, excuse and exempt jurors, while ensuring adequate numbers attend for selection, and advises supervisor
- Assist with investigating non-appearance of jurors and perform arrests as needed
- Mark attendance as applicable, explain procedures to jurors, and arrange for all jury comfort and needs
- Assist with calculating and processing payment of jury fees according to process
- Assist with maintaining Jury Management database of names

## **WORKING CONDITIONS**

### **Physical Demands**

Some lifting and carrying of equipment occurs while on circuit; incumbent may have to lift heavy objects during civil enforcements. Some physical contact occurs weekly while providing court security and civil enforcement services.

### **Environmental Conditions**

Generally indoors, with occasional movement between locations.

### **Sensory Demands**

Required to remain alert in and around court, using sight and hearing simultaneously, up to four hours per day, with typically low to moderate intensity.

### **Mental Demands**

Position often interacts with others who are not familiar with system processes, and can become frustrated, up to and including being directly hostile. There is frequent, unavoidable exposure to unpleasant information and exhibits while in court.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of relevant legislation and enforcement practices
- Basic knowledge of security, and court and jury selection practices
- Working knowledge of computer office software
- Demonstrated basic calculation skills

- Strong verbal and written communication skills
- Knowledge of and ability to apply the 'Use of Force Model'
- Ability to assess situations and react quickly and appropriately
- Ability to assess and solve problems within the scope of the position
- Ability to demonstrate appropriate initiative within the scope of the position
- Ability to be organized and demonstrate good time management skills
- Ability to demonstrate understanding of principles of court conduct and decorum

**Typically, the above qualifications would be attained by:**

A certificate for a one-year law enforcement program from a recognized post-secondary institution.

**ADDITIONAL REQUIREMENTS**

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

A valid Class 4 driver's license, current First Aid, CPR and Automated External Defibrillator Certificates are required.

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