



IDENTIFICATION

Department	Position Title	
Justice	Sheriff's Officer 2	
Position Number	Community	Division/Region
82-16430	Yellowknife	Court Services/North Slave

PURPOSE OF THE POSITION

The Sheriff's Officer 2 provides security for the Courts of the Northwest Territories in accordance with law and judicially accepted practices and procedures, and 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. This position manages juries during trials according to court practices and the *Criminal Code*, and performs civil enforcement duties which include conducting seizures, evictions, court ordered sales and service of court orders and legal documents. The Sheriff's Officer 2 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, the Sheriff's Officer 2 reports directly to Manager, Sheriff Services, and 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 three levels of court in the Northwest Territories (Court of Appeal, Supreme Court and Territorial Court) and the court facilities

The Sheriff's Officer 2 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 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 Sheriff's Officer 2 will supervise up to 25 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 Sheriff's Officer 2 will transport in-custody individuals from correctional centers to courthouses or off-site locations within Yellowknife.

The Sheriff's Officer 2 assists during 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 Sheriff's Officer 2 is required to travel to all communities in the Northwest Territories (NWT).

The Sheriff's Office carries out approximately 100 seizures of goods and property each year. The incumbent must 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 Government of the Northwest Territories (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, to determine compliance with legislative requirements such as Rules of Court, approximately 25 territorial/ federal statutes and Court policies and procedures. The Sheriff's Officer 2 is also responsible for conducting the sales of goods and land valued at \$500,000 annually.

The Sheriff's Officer 2 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.

The incumbent will also be required to travel up to 50 days of the year, and there will be uncertainty of schedule when assigned to court or cells, phone calls and callouts while on call during off duty hours. The incumbent may be required to provide 24 hour on call protective services to judges while on circuit.

RESPONSIBILITIES

1. Ensures court and building security.

- Applies de-escalation techniques and use of force model while responding to incidents, including physical altercations.

- 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. 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.
- 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 capicum 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. Transportation and escorting of 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 in-custody while attending court at offsite locations.
- Ensure the health and safety of persons in-custody while attending court.

- Transport in-custody persons from North Slave Correctional Center (NSCC) or North Slave Young Offender Facility (NSYOF) to an offsite court location within Yellowknife.
- Transport in-custody from Yellowknife Courthouse to NSCC or NSYOF afterhours as required.
- 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, 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.

5. 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

Physical confrontation with persons in custody, who are high risk, or under mental or physical stress occurs approximately 1-2 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 or contaminated.

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 comes into contact 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 will also be required to travel up to 50 days of the year, and there will be uncertainty of schedule when assigned to court or cells, phone calls and callouts while on call during off duty hours.

The incumbent is exposed to graphic evidence and testimony in court.

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 behaviour

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and the ability to interpret legislation and court documents as they relate to Sheriff's duties.
- Knowledge of, and/or the ability to acquire and apply knowledge of appropriate 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.
- Ability to self-motivate, organize, and 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.
- Ability to acquire and apply knowledge 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.
- Ability to maintain a level of physical fitness to complete the Physical Abilities Requirement Evaluation (PARE).

Typically, the above qualifications would be attained by:

Diploma from a recognized post- secondary institution in law enforcement or related field with one (1) year experience in a court security or law enforcement environment.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Must have a valid Class 4 driver's license, current First Aid, CPR and Automated External Defibrillator (AED) Certificates

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).

Position Security

- ☐ 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