



IDENTIFICATION

Department	Position Title	
Justice	Territorial Sentence Administrator	
Position Number	Community	Division/Region
82-4648	Yellowknife	Corrections/NSCC

PURPOSE OF THE POSITION

The incumbent is the facility and divisional expert in this area; they are accountable for sentence administration and remand administration that flows from the incumbent's interpretation of various court orders from Justices of the Peace, Territorial Court Judges and Justices of the NWT Supreme Court and Court of Appeal. This involves examining and interpreting from one to many warrants/documents issued by the same or multiple courts to, with absolute accuracy, calculate persons in custody sentence length, release dates, remission earnings, the need to initiate bail reviews and calculation of fine default warrants.

SCOPE

- This position reports to the Case Management Supervisor.
- Processes 40-50 intakes a week (2000 - 2500 per year).
- Provides consultative advice and audit functions to Sentence Administrators (part time) in regional facilities.
- Enters data regularly into the Corrections Offender Management System (COMS).
- Supervises and mentors up to five intake and discharge officers.
- Participates in the orientation, training and mentoring of new employees and/or relief workers.
- Delegated spending authority (for escorts and persons in custody travel) on a travel budget of \$150,000.00 to \$170,000.00 per year.

- Work is governed by legislation (*Corrections Conditional Release Act, Prison and Reformatories Act, Criminal Code of Canada, Youth Criminal Justice Act, Young Offenders Act* (NWT), *Corrections Act, Public Service Act, Access to Information Privacy Protection Act*); specific policies (Corrections Service Directives, Territorial Safety Acts and Legislation and the HR Manual), and a body of knowledge developed by sentence administrators over time.

RESPONSIBILITIES

1. Administers persons in custody sentences in accordance with applicable legislation and NWT Corrections policy and arranges for the lawful release and transportation of persons in custody.

- With 100% accuracy calculates the lengths of sentences and release dates subject to the accurate interpretation of various legal documents in accordance with applicable legislation and Corrections policy.
- Ensures the accurate administration of fines and fine default warrants are done based on the interpretation of various legal documents in accordance with applicable legislation and Corrections policy.
- Identifies, clarifies and where possible, corrects ambiguities relating to warrants, legal documents and charges.
- Maintains a healthy and positive relationship with court administration to ensure critical information is shared to ensure the legal detention of persons in custody.
- Arranges for the transportation of persons in custody scheduled for court, transfers and releases.
- Supervises and mentors intake and discharge officers.
- Mentors staff to competently perform sentence administration role.
- Maintains information on the recording, reporting and transporting of persons in custody, movements, escorts, contractor, and supporting agency staff within and outside the facility.
- Ensures daily count is accurate in the Corrections Offender Management System (COMS).
- Ensures that earned remission is administered according to applicable legislation and corrections policy and updates sentence calculation information accordingly.
- Provides advice and guidance to Sentence Administrators in regional facilities.

2. Supports case management and programs, within established guidelines, in order to prepare persons in custody for reintegration into society

- Initiates initial risk assessment on persons in custody (for intake purposes).
- Provides input into the release process of persons in custody.
- Reviews institutional incident reports and ensure the disciplinary process is evaluated for impact on persons in custody sentences.
- Counsels and supports persons in custody as required.

3. Ensures the proper amount of remission is afforded each territorially sentenced persons in custody in accordance with legislation and corrections policy.

- Ensures that earned remission is administrated according to applicable legislation and corrections policy and updates sentence calculation information accordingly.

4. Prepares statistical documentation as required for the administration of various exchange of services agreements.

- Prepares and submits monthly statistical reports as required.

WORKING CONDITIONS

Physical Demands

Threat of physical confrontation with clients, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately 1-2 times per month for a high degree of intensity.

Environmental Conditions

The incumbent works in an office where there is exposure to communicable diseases, this rate of exposure increases when the incumbent is engaged in direct intervention/case management with persons in custody.

Sensory Demands

The incumbent must use the combined senses of sight, touch, smell and hearing to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, persons in custody groupings/gangs).

Mental Demands

The incumbent will be required to interact with clients who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behaviour that poses a significant safety risk. Further, the incumbent works in a secure environment that isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

KNOWLEDGE, SKILLS AND ABILITIES

- A proven knowledge of the principles and practices of sentence administration.
- Demonstrated mathematical skills.
- Demonstrated ability to research, collect and calculate persons in custody/statistical information.
- Proven theoretical understanding of human behavior and persons in custody issues.

- Proven ability to assess and evaluate human behavior.
- Proven knowledge of practical corrections techniques with the ability to exercise sound judgment in application (non-violent crisis intervention, suicide intervention).
- Proven knowledge of corrections policies, procedures and security operations with the ability to interpret legislation, policy, and court documents (ie. Warrant of committals, fine defaults, remand warrants etc).
- Demonstrated ability to work independently with limited supervision.
- Proven interpersonal skills with the ability to effectively communicate orally and in writing.
- Knowledge and ability to use MS Operation Systems, MS Office, Internet and E-mail applications.

Typically, the above qualifications would be attained by:

A Post Secondary diploma in a Social Science related field combined with one year of related corrections experience OR

Successful completion of a territorial sentence administration course combined with two years related corrections experience OR

Three years of direct sentence administration experience.

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