

SHERIFF 1 and 2

GENERAL

This is responsible enforcement and administrative work in one or more Judicial Districts of the province. The incumbent is responsible for the supervision and direction of the staff of the Sheriff's office. The incumbent acts as Bailiff for the County Court Districts and is directly responsible to the Chief Sheriff.

The 2 level is distinguished by the fact that the incumbent is responsible for a district or districts covering a large population and/or requiring considerable co-ordination and movement of escorts over extensive distances. In addition, these districts must serve a large court population in several locations.

TYPICAL DUTIES

Deals with legal profession relative to proceedings after judgment.

Compiles jury list each year.

Summons jurors for assizes.

Hires special constables.

Supervises Sheriff's and Bailiff's office.

Hires assizes personnel.

Details escorting of prisoners to correctional facilities, institutions, etc.

Responsible for the execution of all orders of County Court and Court of Queen's Bench.

Arranges sales of goods seized under Writs of Execution.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of the law pertaining to Sheriffs and Bailiffs.

Ability to deal effectively and tactfully with the judiciary, legal profession and public.

Ability to communicate effectively, orally and in writing.

Ability to plan and direct the work of others.

Knowledge of administrative practices and procedures.

Education, Training and Experience

High school, with four years' experience as a Sheriff's Officer with some administrative experience in a related area.

Physical Standards

Physically capable of performing the duties assigned.

SHERIFF 3 (SHERIFF EJD)

GENERAL

The incumbent will be responsible for the supervision, training and direction of staff of the Sheriff's/Bailiff's office and all requirements from Court of Appeal, Courts of Queen's Bench, Exchequer and County Courts.

The incumbent acts as Bailiff for the County Court districts within his jurisdiction and is directly responsible to the Chief Sheriff and may act in his absence.

This position differs from that of Sheriff 1 and 2 in that the incumbent will be employed in the Eastern Judicial District where, although knowledge of Sheriff's 1 and 2 duties is essential, they are significantly larger in magnitude, scope of supervision, degree of difficulty and administration. This is primarily due to highest density population centres, high volume activity in civil and criminal processes, the operation of numerous major courts, and high volume of custody of prisoner movement.

TYPICAL DUTIES

The incumbent may be expected to carry out any or all of the duties of a Sheriff in addition to the following major activities:

Supervises the Sheriff's/Bailiff's office.

Provides administrative and technical direction to operational Civil Process and Escort Co-ordinators.

Compiles and maintains jury lists and summons jurors and panels for all assizes.

Hires assize court personnel and special constables as required.

Responsible for security in the Courts.

Prepares annual budgeting estimates and projections.

Maintains statistical records.

Co-ordinates development and maintenance of operational and policy manuals.

Performs special audits, examinations and inquiries as required.

Arranges sales of goods seized under Writs of Execution.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of law pertaining to Sheriffs and Bailiffs.

Capable of planning and directing the duties of Supervisors and Co-ordinators as well as his own specific duties and responsibilities.

Knowledge of accepted administrative practices and procedures.

Possess the ability to deal effectively and tactfully with the judiciary, legal profession and public.

Education, Training and Experience

High school education and five years' experience as a Sheriff and/or Sheriff's Officer with some administrative experience in a related area or equivalent combination of education and experience.

Physical Standards

Physically capable of performing the duties assigned.