

# **SHERIFF'S OFFICER 1**

## **GENERAL**

This is the recruitment, training and first working level of Sheriff's Officer work where the incumbent generally acts under the close supervision of a more senior Sheriff's Officer or Sheriff.

The incumbent is involved in assignments mainly outside the office such as serving processes. Employees may be required to work overtime frequently.

Responsibilities also include the provision of custodial escort of prisoners and mental patients as well as the provision of courtroom security including the performance of clerical functions related to the court process.

## **TYPICAL DUTIES**

Major portion of work involves process serving arising out of County Court and Court of Queen's Bench.

Serves Jury Summons and may be responsible for jurors' attendance at court.

May serve subpoenas and handle conduct money regarding subpoenas.

May assist in the execution of County Court, Court of Queen's Bench and Exchequer Court documents. This may involve seizure of property, carrying out of eviction notices and arrests of individuals under bench warrants, which may at times involve force.

May be responsible for the escorting of prisoners.

Performs related clerical work such as keeping records of all services and maintenance of court journals.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to deal tactfully and effectively with the public.

Ability to communicate effectively.

Ability to work with a minimum of supervision.

Ability to maintain records and prepare reports.

Ability to perform under stress when confronted with the unexpected.

Knowledge of custodial/escort and security services.

**Education, Training and Experience**

High school, preferably with prior enforcement or Bailiff experience.

**Physical Standards**

Physically capable of performing the duties assigned.

# **SHERIFF'S OFFICER 2**

## **GENERAL**

This is the normal working level wherein assignments involve working mainly outside the office in functions such as serving of processes and/or seizure of property. Employees may be required to work overtime frequently. Responsibilities also include the provision of safe custodial escort of prisoners to and from detention to court and penal institutions as well as escort of mental patients to and from mental health centres. In addition, incumbents may also act as Courtroom Officers in a Provincial Court and may perform clerical duties related to the court process.

## **TYPICAL DUTIES**

Major portion of work involves process serving arising out of County Court and Court of Queen's Bench.

Serves Jury Summons and may be responsible for jurors' attendance at court.

May serve subpoenas and handle conduct money regarding subpoenas.

May assist in the execution of County Court, Court of Queen's Bench and Exchequer Courts documents. This may involve seizure of property, carrying out of eviction notices and arrests of individuals under bench warrants, which may at times involve force.

May be responsible for the escorting of prisoners.

Performs related clerical work such as keeping records of all services and maintenance of court journals.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to deal tactfully and effectively with the public.

Ability to communicate effectively.

Ability to work with a minimum of supervision.

Ability to maintain records and prepare reports.

Ability to perform under stress when confronted with the unexpected.

Knowledge of custodial/escort and security services.

**Education, Training and Experience**

High school, preferably with prior enforcement or Bailiff experience.

**Physical Standards**

Physically capable of performing the duties assigned.

# **SHERIFF'S OFFICER 3**

## **GENERAL**

This work is primarily enforcing all Executions of the County Court, Court of Queen's Bench and Exchequer Court of Canada. This includes serving of processes and seizing of property. Incumbent may be required to provide general supervision and direction to subordinate Sheriff's Officers.

## **TYPICAL DUTIES**

Enforces all Writs and Orders issued from the County Court, Court of Queen's Bench and Exchequer Court. This frequently involves seizure and eviction of tenants which may at times involve force.

Computes all costs to be demanded for full settlement and if same not received, may suggest arrangements of payment satisfactory to plaintiff's solicitor.

Writes reports to the Deputy Sheriff in the case of all Executions.

Reports to Tax Division concerning details of Writs from the Exchequer Court relating to income tax.

May be responsible for escorting prisoners and arrests of individuals under bench warrant.

Co-ordinates work assignments for a number of Sheriff's Officers in an area of Sheriff's Officer work such as escort, civil matters or courtroom security.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Ability to deal tactfully and effectively with the public.

Ability to communicate effectively.

Ability to work with a minimum of supervision.

Ability to maintain records and prepare reports.

Ability to perform under stress when confronted with the unexpected.

Knowledge of custodial/escort and security services.

Working knowledge of the law and legal procedures.

Ability to direct and supervise staff.

**Education, Training and Experience**

High school, with three years' experience as a Sheriff's Officer or equivalent, preferably with supervisory experience.

**Physical Standards**

Physically capable of performing the duties assigned.

# **SHERIFF'S OFFICER 4**

## **GENERAL**

An incumbent in this class will function as a Co-ordinator of Civil Process and Document Services OR as a Co-ordinator of Escort Services. In either of these functions, the co-ordinating element represents a significant portion of the total job. As a Co-ordinator of Escort Services, the incumbent will be responsible for the supervision of the Sheriff's office in the enforcement area and carrying out Orders of the Appeal Court, Court of Queen's Bench, Exchequer, County and Provincial Courts relative to the transportation and security of persons in custody and to provide security in and for the courts.

The incumbent is directly responsible to the Sheriff in his jurisdiction and, in the absence of the Sheriff, may be called upon to assume the position of Sheriff in an acting capacity.

## **OR**

As a Co-ordinator of Civil Process and Document Services, the incumbent will be responsible for the administration and direction of staff of the Sheriff's/Bailiff's office in the civil process and enforcement activities as ordered by Courts of Appeal, Court of Queen's Bench, Exchequer, County and Provincial Courts (Family and Juvenile Division).

Acts as a Deputy Bailiff for the County Court districts within his jurisdiction and is directly responsible to the Sheriff/Bailiff for that jurisdiction. In the absence of the Sheriff/Bailiff, he may be called upon to assume this position.

## **TYPICAL DUTIES**

The incumbents may be required to carry out any or all of the duties of a Sheriff's Officer 3 in addition to the following major activities:

Co-ordinator, Civil Process and Document Services

Designates and co-ordinates work assignments of Sheriff's Officers in the execution of all Orders of Court of Queen's Bench, County and Exchequer Courts.

Supervises and co-ordinates duties of Investigative or Enforcement Officers relative to locating, recommending and implementing enforcement procedures against defaulters under The Family Maintenance Act.

Serves and delivers civil and criminal court documents on behalf of the courts and prosecution counsels.

Checks resulting actions and reports of Sheriff's Officers.

Under the direction of the Sheriff, deals with the judiciary and legal profession relative to proceedings after judgment.

Prepares reports, conducts special audits, examinations and enquiries relative to the program as assigned.

Performs other related duties as assigned.

Co-ordinator, Escort Services

Co-ordinates the provision of Escort Officers for the safe custody, transfer and conveyance of all accused persons, prisoners, offenders and mental patients to and from courts and detention centres in his jurisdiction and between jurisdictions.

Co-ordinates or supervises the provision of Officers and staff and ensures provision of courtroom security.

Co-ordinates actioning of Bench Warrants, Distress Warrants or other Court Orders.

Prepares reports, conducts special audits, examinations and enquiries relative to the program as assigned.

Prepares reports relative to the escort program.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Extensive knowledge of the law and procedures pertaining to Sheriffs, the Courts and custodial functions.

Capable of directing and supervising subordinates.

Must be tactful and diplomatic in dealings with the legal profession and general public.

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 and at least four years' experience as a Sheriff's Officer or equivalent, plus some supervisory experience.

**Physical Standards**

Physically capable of performing the duties assigned.