

Position: **Reference Job #DS08**

Ministry: Attorney General

Working Title: **Second in Charge, Sheriff's Office**

Branch: Court Services

Level: Range 18

Location: Penticton

NOC Code: 6461

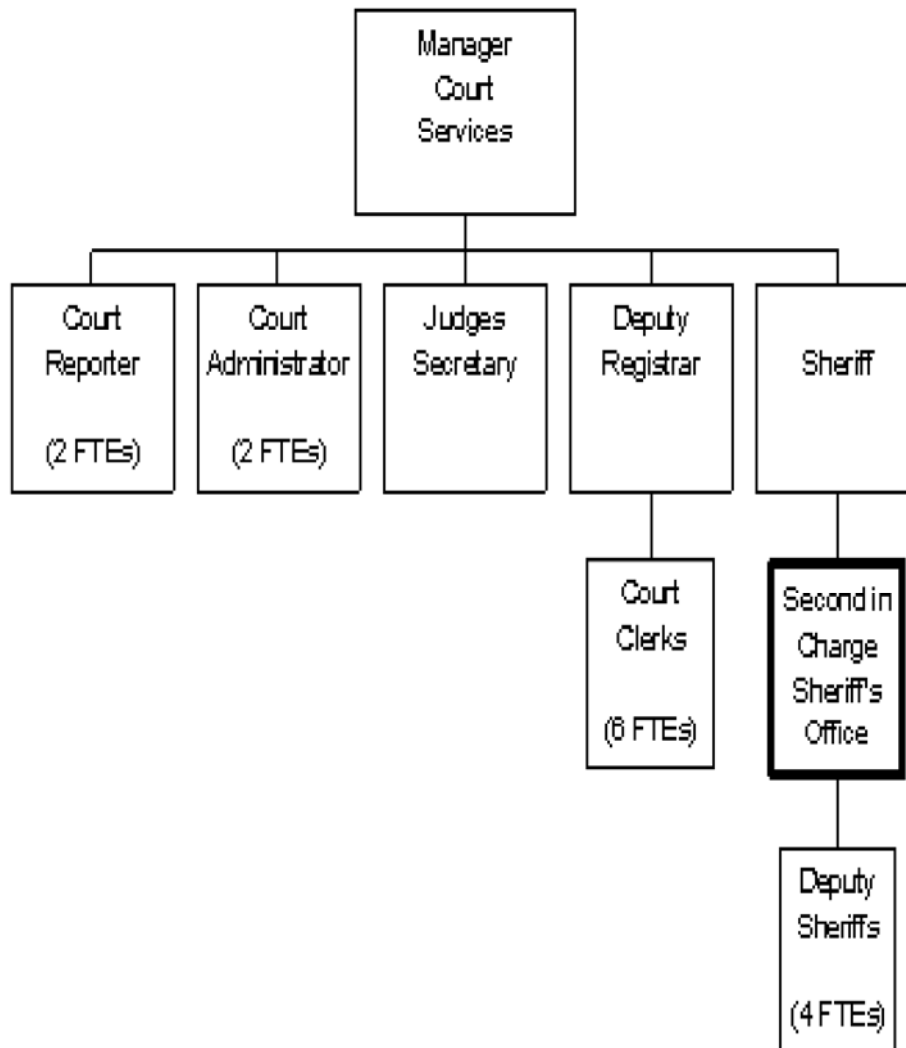
## PRIMARY FUNCTION

To direct the provision of court security, escorts, holding cells, jury administration, document service, execution of court orders, and coroners court services as the second in charge of a Sheriff's Office.

## JOB DUTIES AND TASKS

1. Supervises Deputy Sheriff staff (4 FTEs)
  - a. recruits staff, develops performance standards, assesses work quality, initiates and signs performance appraisals, recommends disciplinary action or termination of staff, trains staff
  - b. develops work plans, assesses staffing needs for day-to-day operations, schedules and allocates work
  - c. examines court services programs and recommends changes in work methods and procedures
  - d. ensures that subordinates adhere to court services policies, Sheriff's service procedures and legal standards
  - e. trains staff in the use of security systems to ensure the continuity and security of evidence
2. Performs administrative duties
  - a. completes statistical reports and looks into critical incidents
  - b. distributes cash, prepares vouchers, maintains records, and oversees payments
  - c. assists the Supervisor with the preparation of annual budget requests based on historical cost data; makes adjustments for shortfalls; administers part of the budget
  - d. consults with Crown Counsel for approval of out of Province escorts
  - e. controls the fleet of vehicles; looks into accidents; ensures maintenance is done
  - f. ensures adequate supplies of uniforms, security equipment, etc.
  - g. ensures emergency plans are current
3. Coordinates and participates in providing sheriff services as Officer of the Court to ensure the security and safety of the court facility (in/out of court)
  - a. escorts accused persons, secures/transport exhibits, monitors/searches courtrooms, public areas and persons, conducts arrests, responds to emergencies, applies physical restraint techniques using Safety Defensive Tactics as required, and protects witnesses, judges crown and defense counsel, witnesses, victims of crime, children being apprehended and the public
  - b. keeps order in the court and advises the public on courtroom protocol
4. Coordinates and provides security in the holding cell area
  - a. ensures that accurate, complete documentation accompanies (or is prepared) for all prisoners/persons in custody

- b. ensures that accused persons are properly searched and segregated
- c. responds to emergency situations
- 5. Coordinates and provides sheriff services in the administration of the supreme court jury process
  - a. arranges for interpreters, coordinates the jury selection process and oversees the payment process
  - b. ensures security of the jury
- 6. Coordinates and provides other sheriff services such as document service, execution of court orders and movement of prisoners and persons in custody.



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Have a practical understanding of the Deputy Sheriff program and related legislation to perform sheriff services as the second in charge in a Sheriff's Office and vary applications or procedures to ensure security in the court and in holding cells.</p>	F	190
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to apply analysis and interpretation of security situations and choose an approach using a combination of accepted Sheriff's Service procedures, techniques and equipment to coordinate the provision of services and to develop work plans for day to day operations.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counselling skills to appraise and discuss employee performance problems.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general Court Services procedures selects alternative courses of action to administer the operations for a Sheriffs' office.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Moderate financial responsibility to provide cost data for part of Sheriff's budget, make adjustments for shortfalls, and administer part of the budget; authorize staff travel and overtime claims.</p>	D	22.5

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to advise and train Deputy Sheriffs in the use of security systems to ensure the continuity and security of evidence.	E	33
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise part time Deputy Sheriffs, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide for the safety and security of the court(s), prisoners, persons in custody, jurors, judges, crown and defence counsel, witnesses, victims of crime, children being apprehended, and the public.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to respond to emergency situations during escort, in holding cells and in court.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain prisoners and persons in custody.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent direct contact with unpredictable, abusive, angry prisoners and persons in custody.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequent possibility of violence from prisoners and persons in custody while in courtroom or in vehicle during escort.	D	9

Total Points: 643

Level: Range 18