

Position: **Reference Job #DS09**

Ministry: Attorney General

Working Title: **Deputy Sheriff**

Branch: Court Services

Level: Range 13 (Paid Range 15 per 14th Master.)

Location: Nelson

NOC Code: 6461

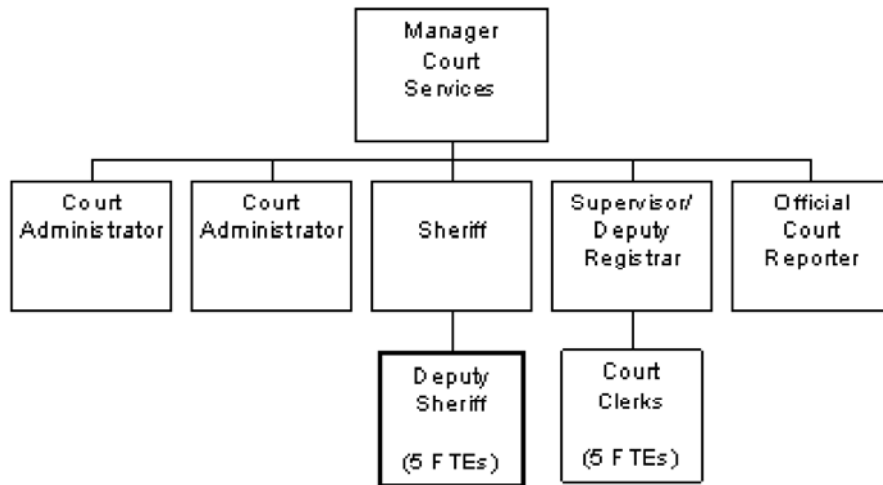
## PRIMARY FUNCTION

To provide sheriff services to the court.

## JOB DUTIES AND TASKS

1. Provides sheriff services as Officer of the Court to ensure the security and safety of the court facility (in/out of court) following Court Services policies and legal standards
  - a. escorts accused persons, calls persons into court, calls court to order and secures/transportes exhibits
  - b. searches courtrooms and public areas for contraband and weapons
  - c. takes persons into custody, conducts arrests and searches
  - d. monitors holding areas, public areas, and courtrooms, etc.
  - e. responds to all cases of emergency; resolves hostile situations
  - f. keeps order in the court and protects and escorts witnesses, judges, court workers, persons in custody and the public
2. Provides security in the holding cell area
  - a. searches and secures holding cells and booking area; admits and discharges prisoners
  - b. ensures that accurate, complete documentation is prepared and accompanies persons in custody
  - c. monitors prisoners and persons in custody through electronic monitoring equipment; performs maintenance checks on equipment; checks holding cells at regular intervals
  - d. arranges for and serving meals to those in custody and oversees the provision of prescription/legal medication
  - e. responds to emergency situations; applies physical restraint techniques using Safety Defensive Tactics as required; writes occurrence reports and collects statistics
3. Provides sheriff services to assist the supreme court jury process utilizing an automated system
  - a. arranges for interpreters or other special needs and provides comforts to the jury
  - b. maintains assigned divisions for the selection of juries, monitors returns, grants exemptions, prepares documentation for the selection process and coordinates the jury selection process
  - c. addresses the jury panel to advise them of court procedures
  - d. guards the jury while in court, during breaks or during deliberations to ensure their safety and to ensure that no authorized parties come in contact with the jury
4. Serves documents and executes court orders
  - a. checks documentation received for service to ensure the document is valid and complete

- b. determines alternate methods of tracking addresses
  - c. serves documents, seizes motor vehicles' license plates, executes orders of committal and warrants of arrest, and apprehends children
5. Arranges for the movement of prisoners and/or persons in custody
- a. escorts accused persons within a court location, between court locations, institutions, police lock-ups, other jurisdictions, etc.
  - b. secures prisoners' valuables/effects and ensures that the required documentation is available
  - c. coordinates escorts with other agencies (i.e. crown, police, other Sheriff's offices, etc.)
  - d. determines the security risk and classification of escort to ensure that security precautions are taken
6. Performs other duties such as providing Sheriff services to the coroner and coroner's court, maintaining vehicles by purchasing gas and vehicle repairs through petty cash, credit cards and expense claims



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand and apply the accepted methods of Sheriff's Services to provide, as an Officer of the Court, security to the court and execute court orders.</p>	E	145
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to assess known security requirements and choose an approach using a combination of accepted Sheriff's service procedures, techniques and equipment to respond to security situations in the court environment.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counselling skills to communicate with prisoners, victims of crimes and witnesses to maintain order and resolve hostile situations.</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 Court Services procedures selects alternative courses of action to maintain order in the court and to deal with court security situations.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Limited financial responsibility to purchase gas and vehicle repairs through petty cash, credit cards and expense claims.</p>	B	10

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to monitor and maintain electronic monitoring systems.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to provide security services to judge, court workers, witnesses, public and prisoners/persons in custody.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense requirement 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 direct contact with unpredictable, abusive, angry prisoners and persons in custody almost always.	D	9
13	<b>HAZARDS</b> High level of exposure to hazards from almost always being exposed to the possibility of physical violence from prisoners and persons in custody while in courtroom or while in vehicle on escort duties.	E	12

Total Points: 516

Level: Range 13

Paid Range 15 per 14th Master.