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Building Nunavut Together
Nunavutluuqatigiingniq
Bâtir le Nunavut ensemble

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Sheriff
Department: Justice
Community: Iqaluit
Reference Number: 05-506345 (05-505819)
Type of Employment: Indeterminate

Salary: \$95,882 per annum, 37.5 hour/week
Northern Allowance: \$15,016 per annum
Union Status: Excluded
Housing: Subsidized Staff Housing is not Available

Closing date: October 30th, 2020
@11:59PM EST

This is a Position of Trust and a satisfactory Criminal Record Check is required.

As per HRM Directive 518, this employment opportunity is restricted to Government of Nunavut employees only.

Reporting to the Manager Civil Registry and Sheriff Services, the Sheriff is an appointed uniformed Peace Officer pursuant to Section 2 of the Criminal Code of Canada and Section 67 of the Judicature Act of Nunavut. The Sheriff is responsible for the direct supervision and oversight of the Sheriff's Office. This position is also accountable for management and operations of provost prisoner management, security services, civil enforcement, jury administration, and document administration on behalf of the Nunavut Court of Justice and Nunavut Court of Appeal throughout Nunavut, and for managing various aspects of the administration of Quasi-Judicial Boards and Agencies. In addition, the incumbent is responsible for operations of the Office of the Sheriff which includes oversight and management of employees and various contract staff in 25 communities across Nunavut.

The Sheriff must have knowledge of Bill of Sales Act; Choses in Action Act, Commercial Tenancies Act, Conditional Sales Act, Coroners Act, Creditors Relief Act, Elections Act, Jury Act, Land Titles Act, Local Authorities Elections Act, Mechanics Lien Act, Miners Lien Act, Personal Property Security Act, Seizures Act, Residential Tenancies Act, Warehouse Keepers Lien Act, Justice of Peace Act, and the Nunavut Rules of Court. The candidate must also know the role of the Sheriff in relation to Jury Trials and be able to carry out the duties and functions that are prescribed under the Criminal Code. In addition, the incumbent must have a solid understanding of financial management to a level that allows accountable handling of the Nunavut Court of Justice and Sheriff Trust Accounts, seizure sales and management and reconciliation of funds in all seizures. The position manages a current budget of approximately \$500,000.

The knowledge, skills, and abilities required for this job are usually obtained through completion of a College Diploma in police services or law enforcement and three (3) years' related experience in an equivalent position in Nunavut or in another jurisdiction with comparable civil enforcement and security obligations. A minimum of one (1) year supervisory experience is required. A valid Class 5 Drivers License along with the ability to qualify for a Class 4 Drivers License is also required.

An equivalent combination of education and experience may be acceptable.

The Official Languages of Nunavut are Inuktitut (Inuinnaqtun), English and French. Fluency in more than one of Nunavut's official language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

If you are interested in applying for this job, please email your cover letter and resume to GNHR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Human Resources, Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
<https://www.gov.nu.ca/public-jobs>

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