

1. IDENTIFICATION

Position No. 05-09976	Job Title Sheriff	Supervisor's Position Manager, Civil Registry and Sheriff Services (05-02660)	
Department Justice	Division/Region Court Services	Community Iqaluit	Location Nunavut Justice Centre
Fin. Code: 05600-01-1-111-0540010-01-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Manager Civil Registry and Sheriff Services, the Sheriff is a uniformed Peace Officer pursuant to Section 2 of the Criminal Code. The Sheriff, appointed pursuant to s. 67 of the <i>Judicature Act</i> of Nunavut, operates as a peace officer under section 2 of the Criminal Code of Canada. The Sheriff is armed with weapons and force option tools and may be required to use necessary force in the execution of his duties to protect people from grievous bodily harm or death. The Sheriff is responsible for the direct supervision and oversight of the Sheriff's Office. The Sheriff 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.</p> <p>The Sheriff is responsible to provide security services for the protection of judiciary, court staff, stakeholders including legal counsel and the public during court and quasi-judicial proceedings. The incumbent communicates with and aids the Legal profession, members of the RCMP, the media and the public on a daily basis. 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.</p>
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3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact</p> <p>The position manages subordinate staff and serves all 25 communities in Nunavut including Iqaluit. Working in the communities with the Sheriff are various contractors which report to the Sheriff and who are paid on a fee for service basis.</p> <p>The incumbent's contribution to the judicial branch of the government is significant and includes both electronic and physical security at the Iqaluit courthouse and security at all jury trials throughout the Territory. The incumbent has knowledge of the sections of the Criminal Code of</p>

Canada relating to the powers of a peace officer and the use of force. The incumbent as well as the deputy sheriffs are uniformed and are trained in defusing conflict situations. There is an expectation that the incumbent may have to rely on use of force to ensure the security of the judiciary, the court staff and the public.

The incumbent has spending authority for expenses incurred in the execution of the duties of Sheriff and jury management and has full signing authority on the Sheriff's Trust Account and Nunavut Court of Justice Account. The incumbent is responsible for ensuring that all financial aspects of the Sheriff's office are handled in an accurate, efficient and timely manner according to government directives and Court Services procedures.

The incumbent examines documents and requests for seizures and the execution of Court Orders and determines whether the requirements of various statutes and the Rules of Court and judicially established practices and procedures have been met.

The incumbent works in cooperation and coordination with the RCMP, fire prevention and occupational health and safety specialists in the development and implementation of security practices and procedures. The Sheriff manages on-site security trained professionals monitoring public and restricted access areas, performing screening of all entrants to the Court and oversees the security threat assessment process for the courts.

The Sheriff is primarily responsible for the management of all staff and operational Sheriff units:

- **Provost Prisoner Management Unit:** This unit is under the general direction and supervision of the Sheriff. Working with the assigned D/S Sergeant, the Sheriff ensures required review, development and/or modification of the prisoner transportation schedule occurs for the transport of prisoners from correctional facilities to court facilities in Nunavut. The incumbent ensures that appropriate procedures and work priorities for staffing the Provost Unit which is responsible for prisoner transportation between correctional facilities and police cells and the Nunavut Justice Centre in Iqaluit are identified including appropriate transfer within the Nunavut Justice Centre. The Sheriff performs random audits of the Provost Unit to ensure best practices are maintained and requisite paperwork is completed accurately and in a timely fashion.

- **Facility Security & Equipment Control Unit:** This unit is under the general direction and supervision of the Sheriff. Working with the assigned D/S Sergeant the Sheriff ensures the proper review, development and/or modification of the staffing schedule for court security and search gate duties of Deputy Sheriff staff assigned the Court Security Unit. The Incumbent also ensures that proper review and documentation of the signing out of equipment from the Sheriff's desk by members of the Sheriff's Office or Registry staff is maintained. The Sheriff performs random audits of the Courtroom Security assignments and procedures to ensure best practices are maintained and requisite paperwork is completed accurately and in a timely fashion. Where needed, the Sheriff liaises with court staff and Management to determine the appropriate level of security for court operations throughout the Territory.
- **Civil Enforcement Unit:** This unit is under the general direction and supervision of the Sheriff. Working with the assigned D/S Sergeant, the Sheriff ensures the proper the review, development and/or modification the staffing schedule for civil enforcement duties of Deputy Sheriff staff assigned to the Civil Enforcement Unit. The Sheriff oversees the D/S Sergeant responsible for the Unit and assists in the determination of appropriate procedures and work priorities for staffing the Civil Enforcement Unit. The Incumbent performs random audits of the Unit's assignments and procedures to ensure best practices are maintained and requisite paperwork is completed accurately and in a timely fashion.
- **Jury and Document Administration Unit:** Working with the assigned D/S Sergeant, the incumbent ensures required securing, maintenance of accurate records for the preparation and conduct of jury trials in Nunavut in compliance with obligations under the *Jury Act*. The incumbent ensures proper staffing of all jury trials to ensure legislatively obligated duties by the Sheriff's office are complete to ensure proper functioning and completion of jury trials throughout the territory. The Sheriff ensures required review, development and/or modification of procedures and best practices for exhibit control occurs. The incumbent is required to ensure that proper security, maintenance of accurate records and tracking of Court Exhibits occurs as per policies, applicable legislative authorities and standard operating procedures (SOPs). This includes firearms and other weapons tendered as Court Exhibits the incumbent also ensures required review, development and/or modification of the SOPs and implementation of same to secure, maintain accurate records (electronic database) and track Search Warrants and Information to Obtain Search Warrant. The Sheriff ensures required review, development and/or modification of the SOPs and implementation of same to secure, maintain accurate records and tracks Wills deposited with the Nunavut Court of Justice. The Sheriff also oversees the appointments of all Deputy Sheriff staff as Commissioners of Oaths and ensures best practices are maintained when staff are swearing documents as part of their daily duties.

The incumbent manages a current budget of approximately \$500,000.00.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

1. Management and supervision of subordinate staff located in Iqaluit and various contract staff in Nunavut's 25 communities:

- Provides leadership, direction, and coordination in identifying, communicating and interpreting new initiatives.
- Working closely with the Manager, Civil Registry and Sheriff Services to manage human resources in the Sheriff's office including recruitment, training, succession planning, illness and injury management and performance management.
- Responsible to supervise performance of staff, assigning duties and responsibilities including the scheduling of oversight of sheriff section staff, establishing goals and priorities, providing technical advice and guidance on work-related activities including but not limited to monitoring attendance, reporting employee performance and imposing progressive discipline, identifying training requirements and recommending training in consultation with the Manager, Civil Registry and Sheriff Services.

2. Responsible for overall management of security services for the Nunavut Court of Justice which includes:

- Manages registry, court, holding cell, and court facilities security through deployment of Deputy Sheriffs or attends in person as required to maintain appropriate levels of security as mandated.
- Responsible for preparing, reviewing and maintaining preparedness for critical incidents and emergency procedures (fire alarms, medical and security emergencies etc.) including drafting and training staff in protocols and procedures.
- Managing the electronic security system in the Iqaluit court house
 - Training subordinates and other appropriate staff in the monitoring of the electronic security system;
 - Developing, implementing and managing the call out staff system to respond after hours and on weekends when the security system indicates a breach;
 - Ensuring the system is maintained and updated as required
- Assigning staff to attend Court in person or attends court in person to perform security functions as required
- Developing, implementing and managing staff security training, and trains Court Staff in appropriate security procedures and practices
- Providing security on a daily basis in the Iqaluit court house and contracts, trains & monitors the work of fee-for-service contractors in all 25 Nunavut communities
- Inspects court facilities in communities outside of Iqaluit to ensure that appropriate security arrangements are in place
- Provides security as required when the Nunavut Court of Justice is on circuit and conducting Jury trials
- Acts as key resource and liaison for the judiciary, RCMP, and other safety services and agencies for the purpose of determining the appropriate security requirements for the

- Nunavut Court of Justice.
- Keep abreast of current trends in court security, current methods of jury selection, current methods of executing seizures and services by being in regular contact with other jurisdictions, internet research and annual professional development.
 - Manages ground and air escort duties and transportation of accused prisoners and clients (both in and out of custody) for the Courts and the Nunavut Criminal Review Board as per court order and where authorized by law.
3. Manages the financial requirements of the Sheriff's office including:
- Inspects incoming requests for Sheriff's services and examines compliance with the statutes, Rules of Court and judicially established practices and procedures.
 - Provides written authorizations and detailed instructions to contract Sheriff's Officers for the purpose of executing seizures and Court Orders and serving documents and completing affidavits
 - Executes seizures and Court Orders in person and serves documents as the need arises, ensuring a timely, proper and complete return to the Court or the client.
 - Authorizes the payment of Jury fees, contract Sheriff's Officer fees, etc in accordance with departmental policies and procedures;
 - Has spending authority for expenses incurred in the execution of the duties of Sheriff and jury management and full signing authority on the Sheriff's Trust Account and Nunavut Court of Justice Account.
 - Ensures all financial functions of the Nunavut Court of Justice related to the Sheriff's office are carried out effectively and expeditiously including monitoring daily cash handling in the Court Registry and daily cash out according to government policies and Court Services cash handling procedures, and administration of law firm accounts.
 - The incumbent is responsible for planning, administering cost effective measure to administer Jury trials including financial reporting while facilitating access to Justice.
4. Manages all aspects of Jury trials including:
- Compiles Jury Lists in accordance with the Jury Act and oversees the preparation of jury Summonses, their service, and a timely return of the list to facilitate trials in the Nunavut Court of Justice.
 - Allows exemptions from Jury Service in accordance with judicially established practices and procedures.
5. Manages the administration, safe storage and official court record for exhibits, search warrants, writs and wills, these duties include:
- Ensures the recording and secure storage of exhibits within the vault, as well as liaising with the RCMP regarding exhibits which are kept at the RCMP station (i.e. firearms, drugs, money)
 - Ensures the accurate recording and administration of writs for the Nunavut Court of Justice by:
 - acting as key liaison with agencies such as CCRA, internal GN divisions including land titles and corporations on execution of all seizures
 - ensuring that all legislation is followed in a timely and appropriate manner

- managing the outsourcing of seizures when this makes sense financially
 - Is responsible for ensuring the safety and confidentiality of all search warrants.
 - Is required to secure, maintain accurate records and track Wills deposited with the Nunavut Court of Justice.
6. Manages all Seizures and Evictions in Nunavut by overseeing:
 - Filing Eviction Orders of the Nunavut Court of Justice and or Writs of Possession
 - Creating and maintaining an administrative file and preparing all necessary Reports and requisite forms in relation to the Creditors Relief Act, the Seizures Act, and the Rules of Court as necessary.
 - The threat assessment process which includes ensuring that any potential critical incidents during the Eviction process are mitigated by proactive uniformed officer presence, proper background intelligence, proper communication skills all while utilizing the National Use of Force Model, to continually assess the threat level for real and potential safety threats to the Deputy and or bystanders.
 - Communicating and liaising with instructing law firm/lawyer regarding the Eviction process and ensuring all necessary legal paperwork and proper authority is in order to carry out court orders.
 - Incident reporting and accuracy as required; and
 - Reporting to the judiciary which includes advising courts of potential delays, irregularities and any security concerns
 - The record management of evidence and notebooks of all daily activities and incidents that occur in relation to subordinates including Occurrence Reports relating to all incidents related to the lawful execution of Sheriff's duties.
 7. Plays a key role in the Occupational Health and Safety Committee including the development, implementation and monitoring of emergency plans.
 8. Compiles statistics in relation to the utilization of Court facilities, jury trials and other matters on the request of the Director of Court Services.
 9. Conducts the Judiciary and Court Services personnel securely to and from airports on Court circuit and in Iqaluit as required which may include a requirement to drive class 4 passenger vehicles.
 10. The Sheriff is responsible assisting with operational coverage during staff shortages, labour disruptions (from unionized employees) and operational needs.
 11. Other duties as required.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual knowledge:

Superior understanding of the role of the Judicial Branch of Government.

Knowledge of effective Court security practices and procedures.

Good understanding of financial management to a level that allows accountable handling of the NCJ and Sheriff Trust Accounts, seizure sales and management and reconciliation of funds in all seizures. There are statutory requirements that must be carefully adhered to, some of which are complex and may involve large sums of money payable to various creditors; the incumbent will have to proceed carefully in making decisions with respect to distributions and payments of garnishee monies and sale proceeds.

Knowledge of theories, principles and practices of Human Resources and financial administration

Understanding of health and safety issues and be able to function effectively as a key member on the Occupational Health and Safety Committee.

Technical knowledge of security systems including electronic key and video security and must keep him/herself updated on a regular basis. The incumbent must understand physical security methods and be prepared for on-going professional development and certification in this area.

Expert 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 incumbent 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. The Sheriff must have sufficient experience and knowledge to oversee the Sheriff's office administration in relation to the competencies required in legislation and authority under these statutes.

Knowledge of current trends in Court Security, including personal safety issues and the use of defensive tools, current methods of Jury Selection, current methods of executing seizures and services and to ensure that adequate standards of performance are maintained by contract Sheriff's Officers.

Skills and Abilities:

Must have effective communication and conflict resolution skills that convey a sense of authority. The incumbent must be able to use those skills to deal effectively in confrontational situations in Court facilities and in the execution of seizures, Court Orders and the service of documents.

Must have solid administration skills to the level of being efficient in handling of jury administration, writ management, exhibit control and seizures.

Supervisory skills that include the ability to effectively communicate, schedule staff, problem-solve and provide day-to-day decision-making skills in relation to the supervision of staff.

Effective written communication skills and the ability to prepare written, well-documented progress reports on request.

Coaching, mentoring and training skills to be able to train staff Deputy Sheriffs to conduct themselves in a knowledgeable and effective manner and in a dignified manner consistent with their roles as Officers of the Court.

Qualification requirements:

Typically, the knowledge, skills and abilities would be attained through completion of 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-year supervisory experience is required. An equivalent combination of education and experience may be acceptable.

The incumbent is always expected to conduct him/herself in a manner consistent with the role of an Officer of the Nunavut Court of Justice.

Sheriff may, at times be required to engage in physically strenuous activities such as running, restraining, and handcuffing inmates. The Sheriff is expected to meet and maintain a level of physical fitness that permits the safe and effective participation in the execution of these duties. The incumbent must enjoy good physical health and must be capable of dealing effectively with potentially confrontational situations. To perform the duties of Sheriff and Peace Officer, the incumbent must successfully complete within the probationary period or as soon thereafter as training is provided and re-certify Force Response Options training every two years or as required. The incumbent must successfully complete all training identified via the Nunavut Sheriff Training Program guidelines within identified timeframes as required which includes Provost Prisoner Training, First Aid, CPR and Automated External Defibrillator (AED) certificates and must maintain certification credentials during the employment period or as directed.

Possess valid Class 5 Drivers License and be able to qualify for a Class 4 Drivers License which the incumbent may be required to obtain within probationary period.

The incumbent must meet eligibility and screening criteria for appointment as a Peace Officer and Sheriff and pass a criminal record check.

The ability to communicate in more than one of Nunavut's official languages will be considered an asset

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The Sheriff is responsible for the execution of all of the obligations of the Office of the Sheriff. This involves, subject to operational demands, undertaking duties assigned to Deputy Sheriff's as needed and where required including security duties, enforcement duties and attendance at courtroom proceedings.

The position may deal with unpleasant, upset, hostile, angry and potentially violent persons. The incumbent is required to control, prevent and physically restrain hostile and dangerous behaviour.

The incumbent must be capable of performing Use of Force with any defensive tools where necessary to ensure operational demands are met.

Due to the need for security presence in the Court facilities the successful candidate may be required to work a flexible work schedule covering the period from 0800 – 1730 and be required to work overtime and extended hours frequently with little or no advance notice.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The work environment and potential dynamics of managing the Sheriff's Office could present stressful and confrontational situations. The incumbent will be exposed to graphic and emotional content and material which may cause emotional anxiety and stress.

The incumbent will find the demands in terms of volume and accuracy may create stress from time to time. Many job functions will be time sensitive, creating stress on the incumbent.

As the incumbent is responsible for managing all high risk prisoner assessments and may be called to attend high level security incidents, there is potential for confrontations during some aspects of the Sheriff's functions especially while dealing with highly emotional individuals or individuals who are under the influence of drugs and/or alcohol. The incumbent may deal with armed individuals with intent on harming themselves or others. The incumbent may deal with individuals with dangerous infections (i.e. HIV, Hepatitis).

The incumbent may, while in the execution of their duties may be exposed to Oleoresin Capsicum (OC) Spray or other toxic substances. During an emergency, the incumbent could be exposed to smoke or other dangerous environmental conditions.

The incumbent will use a VDT and read and handle paper documents regularly. The careful review of documents and use of the VDT may cause eye strain.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

The incumbent requires a heightened sense of situational awareness while engaged in duties that involve multi-tasking in a busy open public environment while constantly being on the alert. The incumbent must be able to deal with stressful and confrontational situations with sound judgment and calm responses.

The incumbent is expected to be vigilant at all times and be aware of any potential security risks or threats and be prepared to act upon them immediately.

The incumbent requires excellent observational skills to constantly perform threat assessments based on non-verbal cues and body language.

The incumbent must also be able to scrutinize legal documents rapidly and constantly, as well as listen carefully to requests. The demand for accuracy in interpreting Court Orders and in the giving of information and advice in relation to practices and procedures in relation to Sheriff services requires a great deal of reading and concentration. The incumbent must listen carefully and remain alert to the requests of Judges, lawyers, the police and members of the public.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

As a uniformed officer the incumbent is under constant scrutiny from the stakeholders and members of the public. The incumbent is required to maintain integrity and professionalism at all times as an Officer of the Court (on and off the job). The high profile and sensitive nature of the institution and its work can cause emotional fatigue. The graphic and emotional content of many court proceedings may cause emotional anxiety and stress.

Note keeping and report writing functions require 100% accuracy. The incumbent must be capable of adapting to changing legal, administrative and judicial directions as the need arises. Many job functions will be time-sensitive creating stress on the incumbent. Preparing high-quality written work under tight deadlines for senior management or the Court can lead to mental and emotional fatigue.

Many job functions will be time-sensitive creating stress on the incumbent. The actions of the Sheriff are subject to the scrutiny of judges, lawyers, debtors, creditors, Director of Court Services and departmental officials. The incumbent will be required to wear a duty uniform of the Nunavut Sheriffs including Soft Body Armour and Duty Belt including handcuffs, baton, portable radio and OC spray.

7. CERTIFICATION

Employee Signature	Manager, Civil Registry and Sheriff Services (05-2660) Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check