

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Deputy Sheriff - Relief

Department: Justice **Community:** Iqaluit

Reference Number: Relief Deputy

Sheriff

Type of Employment: Casual

Salary: \$32.28/hour, 37.5 hour week Northern Allowance: \$15,016 per annum Union Status: Nunavut Employees Union

Housing: Subsidized Staff Housing is not Available

This is a Highly Sensitive Position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

This employment opportunity is open to Iqaluit residents only.

Under the direction and reporting to the Deputy Sheriff, Sergeant, the Deputy Sheriff provides security and administrative services to the Nunavut Court of Justice. The incumbent holds legislated statutory appointments as Deputy Sheriff and Peace Officer. This appointment requires exercise of power, functions and duties in accordance with the law and judicially established practices and procedures. The incumbent provides administrative services, such as writ administration, jury administration and support to travel administration and criminal and civil registry, as required. The incumbent is responsible for the operation, administration and implementation of security systems for the Nunavut Court of Justice in accordance with legislation, judicially established practices and procedures and territorial and national safety and security standards.

The applicant must possess a High School Diploma or equivalent (GED or PASS Program) with a minimum of one year of office administration experience, have working knowledge of court administration, finance, and the ability to interpret and apply statutes in accordance with judicially established practices and procedures. The applicant must be able to perform basic bookkeeping functions, manually and electronically. The applicant must be in good physical health and must be capable of dealing effectively with potentially confrontational situations and be able to provide appropriate security in a public and courtroom setting. The applicant must have good word-processing skills and the ability to organize diverse tasks to meet regular deadlines, have the ability to learn computerized accounting and court information programs. The applicant must have a valid Standard First Aid and CPR/AED Level C Certificate and a Nunavut Class 5 Drivers License and be able to obtain a Nunavut Class 4 Drivers License within six months of hire.

Fluency in more than one of Nunavut's official language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

Equivalencies that consist of an acceptable combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered.

Individuals wishing to be considered for relief employment should register with the Department of Human Resources by providing their resume and criminal records check to the Casual Employment Consultant at the Staffing and Recruitment Office at building 935, Saputit Place, or by registering by email at casualsiqaluit@gov.nu.ca.

If you are interested in applying for this job, please email your cover letter and resume to casualsiqaluit@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.

Phone: (867) 975-6222
Toll Free: 1-888-668-9993
Fax: (867) 975-6220
Email:

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