

JOB DESCRIPTION

Reference Job # DS-04

Ministry: Attorney General
Branch: Court Services
Location: Port Alberni

Working Title:
Level:
Classification:

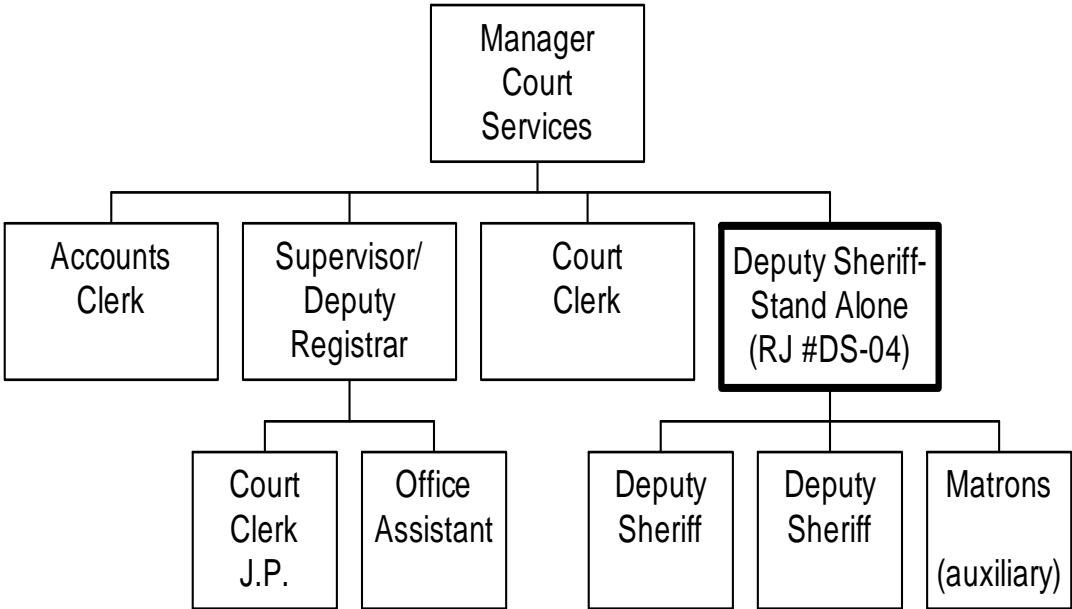
Deputy Sheriff – Stand Alone
Range 21
Deputy Sheriff

PRIMARY FUNCTION

To function as the Sheriff at a satellite location and to provide sheriff services to the court.

JOB DUTIES AND TASKS

1. Supervises Deputy Sheriff staff and auxiliary matrons (2 FTEs)
 - a. recruits staff, develops performance standards, writes and signs performance appraisals and provides advice for improvement, initiates disciplinary action and assigns work
 - b. assesses training needs and coordinates training
 - c. approves special leaves, overtime and travel
2. Provides security to the court facility in and outside of court
 - a. organizes the physical security of the courthouse, two satellite locations and holding cells
 - b. oversees the secure transport and safekeeping of court exhibits and weapons
 - c. discusses and resolves problems with witnesses and victims of crime regarding court security
 - d. provides security for jurors, judges, crown and defence counsel and the public
 - e. directs and provides the administration of juries
 - f. directs and provides the movement of prisoners and persons in custody; ensures appropriate restraint measures are utilized, using Safety Defensive Tactics
 - g. directs and provides the service of documents and execution of court orders
3. Performs administrative functions
 - a. determines level of security to apply and agencies to involve
 - b. completes reports and records
 - c. monitors contracts such as installing cameras
 - d. assesses programs and recommends alternate program delivery methods
 - e. looks into and resolves complaints
 - f. participates in the development of annual budget by providing cost data for part of the Court Services budget, making adjustments for shortfalls and administering the sheriff services part of the budget; provides estimates for contracts and purchases such as the installation of cameras, changes to prisoner box, unscheduled high risk escort travel
 - g. drafts local policies and procedures for the approval of the manager
 - h. assumes responsibility for a fleet of vehicles; looks into and assesses accidents
4. Performs other duties such as the functions of a Deputy Sheriff



REASON FOR CLASSIFICATION

Reference Job # DS-04

Job Title: Deputy Sheriff – Stand Alone

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of criminal justice administration system to interpret and apply Courts Branch Policies to function as a Sheriff in a satellite location, and to direct and provide court security, escort coordination, jury administration and holding cell administration.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation to choose an approach using accepted Sheriff's Service procedures, techniques and equipment, and interpret laws, policies and situations to function as a Sheriff at a satellite location, organize security and administer juries.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss performance problems, and provide advice for improvement with employees supervised, and communicate with prisoners, victims of crime, and witnesses to maintain order and resolve conflicts and incidents of antagonism.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply various physical restraint techniques using Safety Defensive Tactics.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by Court Services policies and by legal standards functions as the Sheriff for a satellite court location/locations, and applies work methods in a different way to handle unusual security and administration problems.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for part of Court Services budget, make adjustments for shortfalls, and administer part of the budget; provide estimates for contracts and purchases (e.g. installation of cameras, change to prisoner box, unscheduled high risk escort travel); approve staff travel and authorize overtime claims.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the physical security of the Port Alberni courthouse, two other satellite locations, holding cells, secure transport and safekeeping of court exhibits, and the security of weapons.</p>	F	43

REASON FOR CLASSIFICATION

Reference Job # DS-04

Job Title: Deputy Sheriff – Stand Alone

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise deputy sheriffs, appraise employee performance and take disciplinary actions (2+ FTEs).</p>	DE	20
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program providing for the safety and security of prisoners, persons in custody, jurors, judges, crown and defence counsel, witnesses, victims of crime and the public</p>	F	50
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe the behaviour of prisoners and persons in custody (during escort, while in holding cells, and in court), and of observers of court proceedings.</p>	D	18
11	<p>PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.</p>	C	12
12	<p>SURROUNDINGS Exposure to direct contact with unpredictable, abusive, angry prisoners and persons in custody, and to angry, unpredictable victims of crime and members of the public almost always.</p>	D	9
13	<p>HAZARDS Significant exposure to hazards from frequent possibility of violence from prisoners and persons in custody while in courtroom or while in vehicle on escort duties.</p>	D	9

Total Points: 771

Level: Range 21