

Job Class Profile:**Bailiff****Pay Level:****CG-26****Point Band:****490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	4	4	4	3	3	4	1	6	
Points	93	67	25	19	90	65	83	21	64	527

JOB SUMMARY

The Bailiff is responsible for serving process papers and making seizures, performing duties as an officer of the court, and performing clerical duties necessary to the operation of the office.

Key and Periodic Activities

- Serves civil and criminal process for government departments, government agencies, and out of province courts and solicitors. Serves various documents such as statements of claim, summons and seizures under warrant of execution and chattel mortgages, jury and garnishee summons, orders to pay alimony, civil warrants of arrest, arrest of ships, distress warrants, notice of motion, petition for divorce, and notice of petition for divorce.
- Makes seizures of property, posts Sheriffs' sales bills, and attends sales and auctions.
- Makes reports of seizures and attempted seizures; files reports on various documents that have been attempted and could not be completed; makes reports to solicitors as required.
- Prepares bailiffs' reports and affidavits for documents and enters into the bailiffs' process books.
- Carries out orders for evictions either alone or accompanied by another bailiff, officer of the court or others.
- Provides administrative support in the operation of the Supreme Court of Newfoundland, Trial Division. Work involves a range of activities to ensure a smooth operation and function of the court including keeping the library up to date, date stamping texts, and maintaining an up-to-date catalogue of library books. Keeps track of borrowings from the library.
- Provides security services for the judge and staff both in and out of court if required.
- Prepares courtroom for court sittings ensuring all necessary supplies, materials, and exhibits are present.
- Transports bulk material to and from Judge's offices and to other areas of the court.
- Monitors the public and legal professionals in court to ensure proper demeanor and behaviour is maintained.
- Opens and closes court proceedings. During court sittings is required to call witness, arrange transportation and accommodations for sequestered juries, and provide security for jurors during sequestration. Attends to the jury and their needs and is responsible for the exemption of prospective jurors from jury duty.
- May perform the duties of a Deputy Sheriff.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of the justice system, Rules of the Court, Court procedures, Court documents, and pertinent statutes and regulations. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Graduation from high school. — Possession of a valid driver's license. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 1-2 years related experience. <p>Competencies:</p> <ul style="list-style-type: none"> — Must meet physical and medical standards.
Interpersonal Skills
<ul style="list-style-type: none"> — Interpersonal skills used include listening to information, providing routine and complex information to others, and working with others to achieve results. Work requires explanation of services and/or services. — The most significant contacts are: general public when serving documents, interacting with jurors, or calling witnesses in court; Court staff and Judiciary in the provision of administrative and security courtroom services; and High Sheriff or staff of the Office of the High Sheriff to obtain clarification on issues/tasks such as decisions regarding removal at the time of seizure.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. — There is a constant requirement for strength and endurance and physically handling materials/objects. — There is a regular requirement to lift objects up to 50 lbs. and an occasional requirement to lift over 50 lbs., i.e. when carrying out seizures and removals. — Standing, walking and driving is a constant requirement to serve documents, carry out orders of eviction, periods of standing when in court, storing cars/trucks/furniture/other chattels.
Concentration
<ul style="list-style-type: none"> — Visual concentration (i.e. attentive to any security concerns in court, or personal safety when serving documents to individuals or seizing property) is required on a constant basis. — Auditory concentration (i.e. listening attentively in courtroom environment or when interacting with sequestered jurors to ensure their needs are met) is also required on a constant basis. — There is a constant requirement for the alertness to health and safety (i.e. courtroom security, and safety of the incumbents and other Sheriff's Office staff when carrying out an order of eviction.); repetition requiring alertness (i.e. supervision/monitoring of security in court.); time pressures/deadlines (i.e. timelines associated with serving documents.); eye/hand coordination (i.e. driving). — Exact result and precision (i.e. seizing correct property, serving documents to the correct individuals, preparing accurate reports of seizures and attempted seizures).

Complexity

- Work tasks are generally different and related with defined/standardized processes and procedures.
- Challenges encountered may include dealing with irate/angry individuals in hostile environment (i.e. when carrying out an eviction notice, serving warrants of arrest, petitions for divorce) which may put the Bailiff and/or others at risk while ensuring the responsibilities of the Sheriff's Office are carried out.
- When addressing challenges or problems Bailiff's may refer to internal policies or seek clarification/direction from the immediate supervisor or High Sheriff.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are generally prescribed or controlled.
- Have responsibility of performing duties as an officer of the court and supervision is received from the High Sheriff, Deputy Sheriff, or in some cases from a magistrate. Work allows latitude for independent action with review by superiors being infrequent.
- Work requires a high degree of discretion, tact, and diplomacy in dealing with individuals and the public under difficult and often hostile circumstances.
- Work is reviewed through discussions, review of reports, and overall results achieved.

Impact

- Generally has an impact within the immediate work areas, the department and organization, outside the organization, on offenders/public.
- Work also impacts information, finances, human resources and corporate image.
- Work tasks are generally prescribed or controlled through the daily assignment of work tasks and following appropriate department procedures.
- Identification and resolution of errors normally occurs within hours of problem identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide occasional on the job training/advice/guidance to new staff.

WORKING CONDITIONS

Environmental Working Conditions

- Required to wear appropriate safety clothing and equipment.
- There is a moderate likelihood of minor cuts/bruises/minor illnesses, a moderate likelihood of fractures or illness resulting in partial disability, and a limited likelihood of injury or illness resulting in disability.
- Constant exposure to distracting noise, dirt/dust/filth, infectious disease, odours, wet or slippery surfaces, lack of privacy, adverse weather, travel, physical dangers and threats when serving documents, attending and providing security in court, carrying out eviction notices, seizing property, etc.