

**Job Class Profile:** Deputy Sheriff II

**Pay Level:** CG-36 **Point Band:** 790-813

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	5	4	6	4	4	4	6	6	
Points	187	83	25	29	120	87	83	129	64	807

## JOB SUMMARY

The Deputy Sheriff II provides direction and supervision to Deputy Sheriff I's in their performance of court security, prisoner escort and secures custody duties in the law courts, and bailiff functions in the Office of the High Sheriff.

### Key and Periodic Activities

- Provides supervision to Deputy Sheriff I's in the performance of court security.
- Ensures the safety of the judiciary and all users of the court facilities.
- Ensures the static Court security systems are adequately functioning and maintained. This includes the electronic card access system, closed circuit television, duress alarms, and intrusion alarm systems.
- Assists with jury selection and administration of the jury process.
- Completes daily, monthly, and annual statistics concerning court matters and prisoner escorts.
- Assists in the completion of monthly and daily staff schedules.
- Prepares and reviews daily reports.
- Liaises with enforcement agencies (i.e. Her Majesty's Penitentiary, Royal Newfoundland Constabulary, Royal Canadian Mounted Police, Newfoundland and Labrador Youth Corrections).
- Liaises with all Court participants including offenders, public, lawyers, court staff, and Judges as well as outside agencies to ensure the smooth running and effective operation of the court process as it pertains to the role of the Sheriff's Office.
- Assigns Deputies to monitor parking and write traffic tickets. Prepares the necessary paperwork and batches tickets to ensure all work is properly completed and delivered to the Court in timely fashion.
- Assists in identifying and mitigating security concerns through improvement of static (infrastructure and security systems) and dynamic (policy development and training) security on an ongoing basis.
- Prepares for and attends meetings with the Manager of Court Security and the High Sheriff.
- Maintains and prepares time sheets for Deputy Sheriff I's.

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Knowledge of the justice system; Court policies, procedures, directives, and documents; various Court security acts; and the Criminal Code of Canada.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Post secondary education in the field of criminology, justice or law enforcement training.</li> <li>— Possess a Class 4 driver's license or be eligible to obtain one.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 2-3 years experience.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Must meet physical fitness standards (PARE) and visual acuity.</li> <li>— Ability to write detailed letters, reports, and memos.</li> <li>— Strong leadership and communication skills.</li> <li>— Strong computer software skills including knowledge/training in internal programs.</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills include listening to information, asking questions to get information, providing routine and complex information/direction to others, providing care/nurturing, coaching or mentoring, dealing with angry or upset people, providing counselling to others, resolving disputes, and gaining the cooperation of others.</li> <li>— Communication occurs with people in crisis who may be in custody or not in custody that are going through the Court process. The ability to listen and hear what people are saying and to give advice to help turn their issue or conflict into a positive experience and the ability to listen and provide appropriate direction and advice when necessary is required when working with Deputies, Court staff, the general public etc., as well as the ability to communicate with others in the provision of concise, clear, and correct information.</li> <li>— The most significant and frequent contacts are with: (1) employees within the immediate work area, (2) employees within the department in the daily operation of the Courts, (3) and the general public/offenders.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— The demands of the job do not result in considerable fatigue or require periods of rest.</li> <li>— There is a constant requirement for strength and endurance and physically handling materials/objects.</li> <li>— There is an occasional requirement to lift objects up to and exceeding 50 lbs.</li> <li>— Regular: Fine finger precision work, sitting, and standing.</li> <li>— Occasional: Gross motor skills, use of machinery or equipment that requires controlled movement, walking, climbing, driving, and awkward or cramp positions or body movements.</li> <li>— Examples: The position requires sitting at a desk for a portion of the day to answer the phone,</li> </ul>

use the computer, and compile reports. It also requires standing to monitor the Judges' parking, lifting office supplies or occasionally pieces of furniture in the office. It can be strenuous at times when required to restrain angry or upset persons going through the court process.

### Concentration

- **Visual** concentration is required for all aspects of the position from use of computers to monitoring parking.
- **Auditory** concentration is crucial when listening to Officer's radio transmissions and answering phone calls at the same time and to know when an Officer is in trouble to call for assistance.
- **Alertness to health and safety** of all persons in the judicial process and the safety of the public and persons in custody. Main function is to provide security for everyone involved. Due to the close proximity of public and offenders in some facilities, the Deputy Sheriff II must have a high level of attentiveness and alertness to ensure the safety of all participants.
- **Repetition requiring alertness** (i.e. constant communication with other officers and being aware of their surroundings).
- **Time pressures/deadlines/interruptions** involve deadlines/time pressures associated with out of town assignments that require sending an officer out quickly, in custody persons not scheduled on the docket but who are required for Court, reports that must be submitted on a daily basis, and casual sheets that have to be signed off for payroll deadlines.
- **Eye/hand coordination** is required when applying restraints or the need to use pepper spray or a baton.
- **Lack of control over the work pace** involve situations that arise requiring reports or debriefing.
- **Exact result and precision** is required when compiling reports and ensuring next court appearance are conveyed to other law enforcement agencies and that future court dates are recorded.

### Complexity

- Tasks are generally different but also include some unrelated tasks such as administrative processes (i.e. scheduling, reports, liaison role) for which a number of guidelines and procedures exist.
- Problems and challenges range from those that have obvious solutions to those that require problem solving in a team environment.
- The most typical challenge faced by a Deputy Sheriff II is addressing staffing issues which can occur on a daily basis depending on workload, security needs, security incidents, threat levels, sick calls, etc.
- When addressing challenges or problems Deputy Sheriffs may refer to the policy and procedures manual, directives, the Criminal Code of Canada, the Supreme Court Management System, Provincial Corrections Offender Management System, Canadian Police Information Centre, the Court Security Act, and the Sheriff's Act.

## RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> <li>— Work tasks are generally monitored or controlled. Work is performed as part of a team and all checks and balances have to be in place for the operation to run effectively. All prisoner escort and movement is controlled and monitored as is all movement of public entering and exiting the building.</li> <li>— Decisions are made daily with regards to daily staffing levels and overtime requirements for operational procedures. Also levels of restraint for offenders and frontline security assessment and classification have some discretion within predetermined limits. Incumbents can order small scale office supplies and delegate tasks to junior staff for assistance from time to time.</li> <li>— Supervisory approval must be obtained for large scale purchases and any changes to the policy and procedures manual.</li> <li>— If there is a security incident, the Manager will direct the Deputy Sheriff II to deal with the matter. The Deputy Sheriff II is responsible for analyzing all available information and determining the threat level and how best to deal with the identified level of threat. This would include staffing levels, restraint levels, use of force levels, powers of arrest, requiring assistance from external agencies. The Deputy Sheriff II is accountable for these decisions and may have to articulate his/her decision making to senior managers, the High Sheriff, or if necessary, the Court.</li> </ul>
Impact
<ul style="list-style-type: none"> <li>— Generally has an impact within the immediate work areas, the department and organization, outside the organization, on prisoners/offenders/public, as well as on equipment, processes, facilities, human resources and health and safety.</li> <li>— Communication with Her Majesty's Penitentiary and other law enforcement agencies may positively or negatively have a direct impact on prisoner escorts to the court facilities. Communications with outside agencies may also affect the maintenance of the buildings and jobs that need to be completed.</li> <li>— In the event of a mistake or error, the consequences are felt by other law enforcement agencies, within the immediate work area and the Sheriff's Office, and outside the organization as well. The safety of the general public may also be negatively impacted.</li> <li>— Mistakes made communicating information to others may result in incorrect action being taken. A mistake with a time sheet may impact pay, and a mistake interpreting a threat or security risk can result in injury to staff, judges, lawyers, and the public. Should information not be communicated properly between the incumbent and another agency, it could result in an inmate who was not to be released, posing a serious threat to the general public and negatively impacting the corporate image.</li> <li>— Identification and resolution of errors normally occurs within hours of problem identification.</li> </ul>
Development and Leadership of Others
<ul style="list-style-type: none"> <li>— Responsible for the supervision of a large size work group (&gt; 10 employees - Deputy Sheriff I's).</li> <li>— Deputy Sheriff II provides daily guidance, advice, mentoring, and feedback. Assigns tasks to staff, reviews work, provides input on staff and recruitment, and providing training.</li> <li>— Incumbents are the lead technical resource when it comes to dealing with Court security issues,</li> </ul>

intake and release of prisoners, offender escort issues/functions, and jury related duties. At times the position may require a lead role to coordinate the honour guard for various events and functions.

## WORKING CONDITIONS

### Environmental Working Conditions

- Special precautions are required when handling or dealing with aggressive people. Officers are required to wear gloves and to follow universal precautions with respect to blood and bodily fluids. The staff must wear a duty belt and carry pepper spray, a baton and first aid kit, and are trained in use of force and first aid. Officers are trained in, and must use, various mechanical restraint devices for offenders to prevent injury to Officers and the escape of the offender. Safety equipment also includes static security systems (i.e. closed circuit TV, duress alarms, intrusion alarms, and electronic card access systems), which provide higher levels of safety and security to all court participants.
- There is a moderate likelihood of minor cuts/bruises/minor illnesses, fractures or other injuries.
- There is a limited likelihood of illness resulting in partial disability or total disability. (i.e. Hepatitis or HIV)
- Constant exposure to physical dangers and threats, awkward and confining work spaces, and temperature extremes.
- Regular exposure to infectious disease, lack of privacy, and sharp objects.
- Occasional exposure to noise, dirt/dust/garbage/filth, glare, fumes, limited lighting, hazardous chemicals, toxic substances, bodily fluids or waste, odors, wet or slippery surfaces, and fire.
- Example: Deputy Sheriff II's are exposed to infectious disease and threats/danger in their contact with clients and offenders.