

Job Class Profile: Judgement Enforcement Officer**Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	2	3	4	5	4	4	2	
Points	233	83	13	14	120	108	83	86	21	761

JOB SUMMARY

The Judgement Enforcement Officer performs specialized legal administrative work in accordance with the legislative provisions of the Judgement Enforcement Act and Regulations and supervises the Jury Administration System.

Key and Periodic Activities

- Addresses inquiries and questions from the legal profession, judiciary, and general public in relation to the enforcement proceedings and legislative requirements of the Judgement Enforcement Act and Regulations.
- Liaises with the public, judiciary, and legal profession for the purpose of exchanging information and providing interpretation on requirements set forth in various Statutes and Acts governing the operation of the Office of the High Sheriff.
- Assists the Manager of the Office of the High Sheriff in planning, organizing, and directing all enforcement staff in the assignment of their duties, in respect to the enforcement proceedings and legislative requirement of all orders registered on the Judgement Enforcement Registry, and any other procedural matters.
- Directs the Bailiffs and contractual Deputy Sheriffs with respect to enforcement matters.
- Maintains current knowledge of reforms and amendments to the Criminal Code, Federal and Provincial Statutes, policies, and directions in order to instruct and advise the Bailiff's and Deputy Sheriffs.
- Assumes responsibility for the following quasi-judicial duties: authority to issue and vary installment orders made under the Judgement Enforcement Act; authority to settle disputes arising from the Sheriff's decision being appealable to the Supreme Court of Newfoundland; authority to terminate for cause Installment Orders under the Act; authority to examine judgement debtors under oath, and to issue Income Exemption Certificates.
- Liaises with Department of Justice Solicitors on any legislative matters with respect to the Judgement Enforcement Act.
- Sits on committees as required by the High Sheriff.
- Assists the Manager of the Office of the High Sheriff in the preparation and implementation of office policies and/or procedures with regards to the operation of the Judgement Enforcement Registry, and other related matters.

Key and Periodic Activities

- Prepares various reports as required by the High Sheriff and the Department of Justice.
- Identifies and conducts training seminars on the policies and procedures of the Judgement Enforcement Act and Regulations, for enforcement staff and Sheriff's Officers.
- Liaises with Federal Officers in relation to federal orders and other matters concerning enforcement proceedings.
- Gives evidence before the Supreme Court of Newfoundland regarding files, policy, and procedures within the Office of the High Sheriff, as required.
- Supervises the Jury Administration System and the service of criminal and civil process through the following duties:
 - Ensures a current list of names of sufficient size for the selection of prospective jurors for the seven judicial districts.
 - Administers the operation of The Jury Act, 1991, and directs clerical staff and others on an "as needed basis" in relation to their jury duties and service of criminal and civil process duties.
 - Ensures jury summonses are prepared for service in all judicial districts on a monthly basis and arranges for jury security for each criminal and civil trial.
 - Oversees the payment of juror expenses.
 - Supervises the telephone inquiries regarding jury service and mail inquiries from the public, the legal community, and other interested parties regarding jury matters.
 - Pursuant to Section 23 of The Jury Act, 1991, hears applications from prospective jurors who are seeking exemptions to disqualifications from serving on a jury.
 - Performs other related duties.

SKILL

Knowledge

General and Specific Knowledge:

- Considerable knowledge of the various Acts governing the Office of the High Sheriff (i.e. Judgement Enforcement Act and Regulations, Jury Act 1991), the court system, and internal policies and procedures.

Formal Education and/or Certification(s):

- Minimum: Post-secondary degree or diploma in a related discipline.

Years of Experience:

- Minimum: Considerable experience in the court system.

Competencies:

- Ability to deal with the general public, legal profession, and judiciary.

Interpersonal Skills

- A range of interpersonal personal skills are used to perform activities such as listening to information, asking questions to gather information, communicating routine and complex information to others, instructing/training, gaining the cooperation of others to complete work and/or address issues, and dealing with angry or upset people.
- The most significant and frequent contacts are with the general public/legal

profession/judiciary in exchanging information and providing interpretation on requirements set forth in various Statutes and Acts governing the operation of the Office of the High Sheriff; the Manager of the Office of the High Sheriff or the High Sheriff; and Enforcement staff.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue or require periods of rest.
- Regularly there is a requirement to lift objects and files up to 10 lbs.
- Constantly there is a requirement to sit and perform fine finger precision work in manipulating and creating./updating computer documents.
- Occasionally there is a requirement to stand and walk to perform job related duties.

Concentration

- **Visual** concentration is required for periods of time when using viewing a computer screen, or reviewing correspondence/reports.
- **Auditory** concentration is required when responding to telephone inquiries, and listening intently to ensure appropriate information is gathered and an accurate response is provided.
- **Exact results and precision** and **higher than normal levels of attentiveness** are required when performing quasi-judicial duties, administering the jury administration system, generating reports, and interpreting Acts/Legislation.
- Work is subject to **interruptions and time pressures/deadlines** as regards duties under the jury administration system and in directing staff in the serving process or making seizures, while also dealing with office matters.
- There are instances when there is a **lack of control over the work pace** when urgent issues arise, requiring immediate attention.

Complexity

- Work tasks are different but related allowing the use of similar skills and knowledge, and the application of defined/standard work processes.
- Challenges/problems may be addressed by following procedures and guidelines, or may require that practical solutions be found.
- Challenges or problems may be resolved by referring to related Legislation or internal policies/procedures, or seeking clarification/direction from the immediate supervisor or High Sheriff.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled. Work is performed with considerable independence relating to enforcement proceedings and other legislative proceedings. Work is reviewed through discussions and observation of results achieved.
- Work is performed with relative independence with consultation available from legal representatives with the Department of Justice on legislative matters with respect to the Judgement Enforcement Act or any other matters that may arise.

- A high level of discretion must be exercised in all facets of the position including interpreting legislation, responding to inquiries from the public, judiciary, and legal profession, or in the performance of quasi-judicial duties such as examining debtors under oath and issuing Income Exemption Certificates.

Impact

- Impacts generally affect the immediate work area, the Sheriff's Office, the Department of Justice, the court system, outside the organization, on the public.
- Work activities impact information, finances, human resources and corporate image.
- Delays in assigning work to Enforcement Officers can delay imposing determinations made under the Judgement Enforcement Act and not having a sufficient jury pool available can disrupt or delay court proceedings.
- In the event of mistake or error the consequences are directly felt by the justice system, staff, and individual's impacted by various pieces of legislation.
- Legislation, policies and procedures, and supervisors are in place to mitigate the impact of errors.

Development and Leadership of Others

- Responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).

WORKING CONDITIONS

Environmental Working Conditions

- There is no requirement for safety precautions or equipment.
- There is no likelihood of minor cuts, bruises, abrasions, injury, or illness causing disability.
- Occasionally exposure to computer glare and noise/distractions in an open office environment.