

Judicial Officers

Occupational Family/Code – Inspection and Regulatory: RJO

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Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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There are many facets to judicial officer positions depending on office, location and job description. The judicial officer may enforce court orders, issue, register and serve legal documents and provide court clerk services for criminal and civil trials. As chief court official, the judicial officer may support the judiciary, administer procedures and implement instructions and decisions of courts. Judicial officers investigate and enforce provincial statutes, court orders and various writs issued by the courts and other legal bodies. The judicial officer may act as a jury custodian.

Judicial officers may have the following job titles: Court Clerk; Court Clerk Supervisor; Judicial Officer; Judicial Officer Supervisor; Deputy Sheriff of Court of Queen’s Bench; Deputy Sheriff/Deputy Local Registrar; Deputy Local Registrar; Deputy Sheriff of Court Security and Supervisor of Court Security. The judicial officers may be responsible for the registration of documents to initiate legal actions and review and provide recommendations on draft legislation and proposed amendments.

Some judicial officers may also be expected to travel and work extended hours, drive a motor vehicle and carry heavy equipment. Some positions may require a Justice of the Peace appointment. The successful candidate must be of demonstrated good character in order to maintain the integrity of the judicial system and the people it serves.

Note: The following applies only to Deputy Sheriff of Court Security positions.

A Deputy Sheriff of Court Security provides security services as assigned within the Courts of Saskatchewan (i.e., Court of Queen’s Bench and Provincial Court) to ensure a safe, secure and open environment for all users of court facilities. This includes prisoner transport, the operation of detention areas within court facilities, conducting perimeter screening in accordance with the *Court Security Act, 1990*, the maintenance of good order in all areas of court facilities, and the assessment and management of threats to courts and court participants.

As peace officers, Deputy Sheriffs are required to carry firearms for all duties not directly involving contact with prisoners. This includes the transporting of prisoners, conducting perimeter screening, and providing courtroom security. The ability to use a firearm is a required qualification of the position as Deputy Sheriffs have the responsibility to intervene in situations where lethal force is required to protect life.



Conditions of employment:

Prior to being hired as a Deputy Sheriff, you will be required to:

- Produce a valid certificate in Standard First Aid/Cardio Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) Level C;
- Produce a valid Saskatchewan Class 5 driver's license;
- Produce a driver's abstract obtained within the previous three months which demonstrates a safe and responsible driving record;
- Successfully pass the Sheriff Officer Physical Abilities Test (SOPAT) with an elapsed time of 4 minutes and 45 seconds or less;
- Have a satisfactory psychological assessment based on the Minnesota Multi-phasic Personality Interview-2 (MMPI-2);
- Produce a valid certificate in self-defense training equivalent to the standard of Pressure Point Control Tactics (PPCT);
- Be authorized under *The Police Act, 1990*, to carry a firearm as identified in the Saskatchewan Police College Firearms Training Manual; and
- Have a satisfactory criminal records check in accordance with the Government of Saskatchewan Criminal Records Check Policy.

During the probationary period, a Deputy Sheriff will be required to successfully complete the Deputy Sheriff Recruit Training.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of applicable statutes, rules and regulations, policies and procedures, legislation and other court/legal related documents. **(Bring/Learn)**
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Theories/Principles

- Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisor only/Learn)**
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Technical

- Knowledge of basic accounting procedures. **(Bring/Learn)**
 - Knowledge of the justice system as it applies to the various levels of court, including court protocol within the court room and dealing with the Judiciary. **(Bring/Learn)**
 - Knowledge of legal procedures and documentation as it relates to criminal charges. **(Bring/Learn)**
 - Use of force model/options ranging from officer presence to the lawful use of lethal force. **(Bring/Learn)**
 - Knowledge of first aid, cardio pulmonary resuscitation (CPR) and automated external defibrillator (AED) procedures. **(Bring/Learn)**
 - Knowledge of safe handling and use of firearms including service pistols. **(Bring/Learn)**
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Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to clearly and concisely communicate information verbally and/or in writing on court related and/or legal issues to the judiciary, legal profession, co-workers, clients and the general public. **(Bring)**

Personal attributes which may link with this skill statement include: firm but fair, focused, self-confident...

- Ability to accurately comprehend and explain applicable statutes, rules and regulations, policies and procedures, legislation and other court/legal related documents. **(Bring)**

Personal attributes which may link with this skill statement include: patient, understanding, firm but fair...

- Ability to fluently speak, read and write in French or a First Nations' language. **(Bring - bilingual positions only)**

Personal attributes which may link with this skill statement include: patient/understanding, respectful...

Leadership

- Ability to lead and encourage co-operation and advise colleagues and clients on court/work related issues to accomplish work plans and ministry priorities. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: self-confident, sensible, respectful...

- Ability to assign work to others taking into consideration priorities, employees' workloads, skills and the work that needs to be accomplished. **(Bring)**

Personal attributes which may link with this skill statement include: sensible, understanding, self-confident...



- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...

Interpersonal

- Ability to actively listen and discuss options and consequences to resolve conflict or reach mutual agreement of parties. **(Bring)**

Personal attributes which may link with this skill statement include: patient, respectful, firm but fair...

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...

Team/Independence

- Ability to work independently and as a team member in court, the office or in the field to meet the needs of clients and co-workers. **(Bring)**

Personal attributes which may link with this skill statement include: flexible, team player, focused...

Organizational

- Ability to prioritize and organize work in order that court proceedings and related legal and office matters are conducted in a timely and accurate manner. **(Bring)**

Personal attributes which may link with this skill statement include: focused, self-disciplined...



Analytical

- Ability to thoroughly gather, examine and question various court/legal information to properly issue court documents, explain court orders and proceedings to clients and/or to satisfactorily conclude legal/court related investigations. **(Bring)**

Personal attributes which may link with this skill statement include: focused, attentive to detail...

Technical

- Ability to quickly and accurately input, edit/update and/or retrieve information using a database and/or a word processing system. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail, focused, self-disciplined...

- Ability to identify and apply appropriate use of force options. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: focused, self-disciplined....

- Ability to connect and monitor audio, video and other technical equipment to record and play back clear video and audio productions. **(Learn)**

Personal attributes which may link with this skill statement include: attentive to detail...

- Ability to accurately collect, record and disburse funds. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: attentive to detail...

- Ability to enforce applicable statutes, rules and regulations, policies and procedures, legislation and other court/legal related documents. **(Learn)**

Personal attributes which may link with this skill statement include: firm but fair, self-confident, respectful...



Safety/Stress/Security

- Ability to safely protect and defend clients, self, co-workers and property. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: self-confident, firm but fair...

- Ability to deliver timely and accurate client service while maintaining a heavy workload which involves time constraints and working in a potentially hostile and dangerous work environment. **(Bring)**

Personal attributes which may link with this skill statement include: focused, self-confident, flexible...

- Ability to use a firearm safely and effectively. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: focused, self-confident, respectful...

- Ability to physically control prisoners and/or persons presenting threats. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: respectful, sensible...



Personal Attributes

(Bring)

Personal attributes identify qualities of character which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for the Judicial Officers include:

To Be...

- patient and understanding in order to provide quality service to clients in a challenging and changing environment (empathetic/caring, patient/understanding, firm but fair/compassionate)
- competent in order to maintain the integrity of the judicial system and the people it serves (focused/self-disciplined, proud/motivated/self-confident, sensible/respectful/confidential)
- culturally aware/respectful in order to respectfully assist clients and co-workers of various

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