



Courts Administration Authority JOB PROFILE

Position	Sheriff's Officer
Division	Corporate Services Division – Sheriff's Office
Remuneration	OPS-2

THE ORGANISATION

The Courts Administration Authority is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

THE SHERIFF'S OFFICE

The Sheriff is a statutory officer appointed pursuant to the *Sheriff's Act 1978* on the recommendation of the Chief Justice of the Supreme Court. The Sheriff's Office was first established by the *Supreme Court Act 1837*, which provided that the Court should have Ministerial and other officers for the administration of justice in the Court, and for the execution of judgments and other orders.

The Sheriff has in excess of 100 uniformed officers trained in all aspects of the work of the Sheriff, including provision of emergency services, security, prisoner security and in-court support. The Sheriff also has in excess of 100 Enforcement Sheriff's Officers who serve and execute civil and criminal orders throughout South Australia.

THE ROLE

Sheriff's Officers contribute to the provision of a high level of client services to all court users and to the overall security of Courts Administration Authority facilities, administrative personnel, members of the judiciary and other court users.

KEY RELATIONSHIPS

This role reports to the designated Senior Sheriff's Officer, and where appropriate will take direction on day-to-day issues from Registrars in Regional Magistrates Courts.

This position maintains key working relationships with:

- Members of the Judiciary
- Court Users
- CAA administrative personnel

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Contributing to an effective support service to all court users by performing all the duties of a multi-skilled Sheriffs Officer including the in-court support, prisoner security, in court management of prisoners, court precinct security, point of entry searching.
- Ensuring personal adherence to all Sheriff's Officer operational procedures and requirements of the *Sheriff's Act 1978*.
- Contributing to the maintenance and operation of emergency safety standards for all court users.
- Providing a high level of customer service to all court users as a multi-skilled Sheriff's Officer.

SELECTION CRITERIA

Essential

- High level of customer service skills and the ability to respond to enquiries in a courteous and helpful manner under a variety of conditions.
- Highly developed inter-personal skills which foster the co-operation and support of others at all levels.
- Ability to deal with people from a diverse range of backgrounds and show cultural understanding.
- Ability to work effectively as a member of a team and maintain constructive relationships.
- Ability to recognise and handle conflict situations.
- Ability to accurately record information in legible handwriting and maintain confidentiality at all times.
- Effective communication skills, both verbal and written.

Desirable

- Keyboard skills and computer literacy.
- Current Driver's Licence.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act, 2009*.
- This role is identified as a Prescribed Position and the successful applicant is required to obtain a Working with Children Check (WWCC) prior to employment with the CAA, which must be renewed every five years before expiry. WWCC's can be obtained through the Department of Human Services (DHS) Screening Unit.
- Appointment is dependent upon a National Police Certificate that the CAA finds satisfactory.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.
- Incumbents will be provided with training in all aspects of the Sheriff's Officer role and will be required to participate in ongoing refresher training as per Sheriff's Office policy.
- Sheriff's Officers hold an appointment as a security officer pursuant to the *Sheriff's Act 1978*.
- Will be required to wear regulation issue uniform.

- May be directed to work in an alternative location at the discretion of the Sheriff or due to the requirements of the courts.
- Maybe required work outside of the normal hours of work and undertake intrastate travel, this may necessitate overnight absences.