

Position Description (Foundational)

Position title:	Sheriff's officer
Position number:	
Group:	Corrections and Justice Services
Business Unit/Branch:	Sheriff's Office Victoria
Classification:	VPS Grade 2.1.1 – Trainee Sheriff's officer VPS Grade 2.2.1 – Sheriff's officer (upon successful completion of Pre-service Training Program)
Employment status:	Ongoing
Position reports to:	Trainee Sheriff's officers report to the Sheriff's Officer - Manager, Operational Training Sheriff's officers report to the Sergeant
Work location:	Pre-service Training Program (CBD) and Regional Location
Position contact:	Name: Phone: Email:


ROLE PURPOSE

A Sheriff's officer:

- is a court official and is responsible for enforcing warrants and orders issued by the courts, making members of the public accountable for unpaid debts and contributing to a safer Victoria
- is also appointed as a bailiff of the Supreme Court of Victoria
- has the power to demand and collect payments, apply a wheel clamp to a vehicle, seize and remove property for the purpose of sale, and arrest a person named in a warrant
- will utilise their communication skills to enable successful outcomes, often in diverse situations.

Sheriff's officers are officers of the Supreme Court of Victoria and are responsible for the enforcement of warrants received from both Victorian and Federal Courts.

Sheriff's officers enforce warrants for both criminal (arising from unpaid fines) and civil (arising from orders made following civil disputes) matters. They use a variety of execution powers including seizure



of property, arrests and enforcement powers including the application of wheel clamps to hold individuals and companies accountable for their outstanding matters.

Sheriff's officers will undertake these actions by attending warrant addresses and conducting operations, which include multi-agency roadblocks.

You will commence in the role as a Trainee Sheriff's officer and undergo the Pre-service Training Program for 12 weeks (full time) combination of classroom and field-based training. Upon completion of the Pre-service Training Program and demonstration of competent execution in criminal warrants, you will then become a Sheriff's officer.

The Sheriff's officer position is a uniformed role and requires the incumbent to work on a rostered work pattern.

To support Trainee Sheriff's officers in achieving competency, you will operate under supervision whilst you participate in a rigorous and tailored training program designed to equip you with the necessary knowledge and skills required to undertake the Sheriff's officer role.

KEY ACCOUNTABILITIES

- Undertake both field and administrative duties associated with execution of warrants from all legal jurisdictions by selecting a range of accepted options established by legislative rules, policy, processes and standards.
- Exercise professional judgement in applying knowledge of relevant legislation, regulations, policies and processes associated with the role.
- Collect payments due under process, receipt, reconcile and bank according to relevant established guidelines and procedures.
- Assist and direct the person or company named on the warrant (the defendant) to implement the most efficient and practical option for expiating their outstanding matters. Initiate enforcement management actions / options according to guidelines where matters remain outstanding.
- Communicate with the defendant using tact, discretion and conflict resolutions techniques to effectively deal with individuals exhibiting challenging behaviours to achieve positive outcomes.
- Ability to select from a range of rules, interpret and apply information from standards and / or computerised sources and accurately input data from both written and / or oral sources.
- Plan and prioritise personal daily work schedules, maintain accurate records, provide outcomes and productivity reports while achieving performance standards.
- Demonstrate the ability to work both independently and within a team to deliver agreed operational outcomes.
- Actively use Sheriff's technology, including mobile devices, laptops and duress functionality, and build knowledge and expertise in these technologies.
- Maintain a safe and healthy working environment for all staff and ensure compliance with Occupational Health and Safety policy, Sheriff's standards and procedures and legislation. To support a safe and healthy working environment, Sheriff's officers will be required to undertake a health assessment for duty.



KEY SELECTION CRITERIA

Technical Expertise

- Hold current “Bailiff” title, as appointed by the Sheriff of Victoria.
- Well-developed administrative skills and attention to detail.
- Operational knowledge in Victorian Sheriff’s Operations.
- Maintain accurate knowledge of legislation, policies and procedures relevant to the role.
- Completion of the Sheriff’s officer Pre-service Training Program.

Personal Attributes

- **Resilience:** Is open to new ideas and approaches. Offers own opinions, asks questions makes suggestions; does not give up easily; maintains discipline in keeping to work planned or assigned.
- **Working Collaboratively:** Cooperates and works well with others in pursuit of team goals; share information and acknowledge others’ efforts; step in to help others where required.
- **Promote Inclusion:** Is respectful, seeks to understand needs, beliefs, ability and values of people from diverse backgrounds; understands the importance of diversity in successful service delivery to the community.

Enabling Delivery

- **Critical Thinking and Problem Solving:** Seeks resolution of problems through policy or process guidelines; otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.
- **Political and Organisational Context:** Recognise the formal structure or hierarchy of an organisation and its policies and procedures.

Authentic Relationships

- **Influence and Persuasion:** Understands the pros/cons of a different approaches; uses direct logical persuasion in a discussion or presentation by using concrete examples, facts and figures to support their argument.
- **Interpersonal Skills:** Polite, professional and considerate in dealing with others; aware of people’s moods and temperament; expresses own views in a constructive and diplomatic way; reflects on how own emotions impact on others.
- **Managing Difficult Conversations:** Considers other’s points of view; understands that there are different ways of interpreting words and actions; constructively communicates concerns and issues.
- **Communicate with Impact:** Organises information in a logical sequence; includes content appropriate to the purpose and audience.

Qualifications

- Sheriff's officers work towards their attainment of a Certificate IV in Court Operations (Compliance) within their first 12 months of employment.
- A current Victorian drivers' licence.

IMPORTANT INFORMATION

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the department's obligations under the *Occupational Health and Safety Act 2004 (Vic)*. Therefore, there is a requirement that all DJCS employees be fully vaccinated against COVID-19 in order to undertake duties outside of their homes.

Prior to commencement of employment with the department you will need to provide evidence that you are vaccinated against COVID-19. Acceptable evidence includes:

1. COVID-19 digital certificate (available via your [myGov](#) account)
2. Your immunisation history statement (available via your [myGov](#) account) or
3. A letter from the GP who vaccinated you.

The salary range for this position is set out in the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website (dtf.vic.gov.au) for further information.

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security Check (Declaration Form)
- National Police Record and Fingerprints Check and International Police Clearance (if applicable)
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable).



VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

The Department's Values and Behaviours: Serve the community, work together, act with integrity, respect other people and make it happen.

The Environment: The department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

Recordkeeping: The department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity: The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

FURTHER INFORMATION

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au) (<http://www.justice.vic.gov.au>) for information on:

- Organisational values and structure
- Our policies such as privacy and conflict of interest
- The Victorian Public Service (VPS) code of conduct
- Our commitment to the safety and wellbeing of children.