

Manitoba Government Job Opportunities

Sheriff's Officer

SO1-2 Sheriff's Officer 1-2

Term/part-time

Manitoba Justice
Sheriff Services, Courts Division

The Pas MB

Advertisement Number: 40346

Salary(s): SO1-2 \$23.49 - \$30.43 per hour Plus Remoteness Allowance and Northern premium, if applicable.

Closing Date: March 3, 2023

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

COMPLETED APPLICATION SCREENING FORM REQUIRED (SEE BELOW).

To be considered for this competition candidates ARE REQUIRED to complete and submit the Application Screening Form, along with your resume, to the Public Service Commission by email (govjobs@gov.mb.ca), quoting 40346 and position title in the subject line. Resumes may be used in addition to the Applicant Form for screening purposes.

[CLICK HERE TO ACCES THE APPLICATION SCREENING FORM.](#)

Introduction

Have you considered a career in Sheriff Services? NO EXPERIENCE REQUIRED

A career in justice can be interesting and rewarding – one where you can make a difference. Manitoba Justice is a large department, employing over 3,000 people across the province. The department's strength comes from its employees. We are committed to building a department that values personal integrity, responsibility, initiative and leadership, and encourages participation and innovation. We are always looking for hard- working people interested in contributing their skills, knowledge and abilities to a wide range of justice professions, services and programs.

Sheriff Services

If you are interested in a challenging enforcement profession, where sound communication and interpersonal skills are a necessity, then a career in Sheriff Services might be for you. A Sheriff's Officer or Sheriff is not an office job. You may be called upon to work in courtrooms, vehicles, aircraft or various Manitoba Justice offices throughout the province. The public will see you as a uniformed representative of Manitoba Justice. The Manitoba Sheriff Services provides courtroom security in all court facilities throughout the province, including circuit court locations. Offices are maintained at primary court jurisdictions in Winnipeg, Thompson, Brandon, The Pas, Dauphin and Portage la Prairie.

Fun Facts about The Pas

Known as "The Gateway to the North", The Pas is a multi-industry northern Manitoba town serving the surrounding region. The main components of the region's economy are agriculture, forestry, commercial fishing, tourism, transportation, and services (especially health and education).

These positions are for The Pas, Manitoba only. Applicants are encouraged to apply via email if available. When submitting your application via email, fax or mail, please ensure the competition number and the location you are applying for are included in the subject line.

Based on satisfactory results from the application screening form, receipts from the Criminal Record Check with Vulnerable Sector Search, Child Abuse Registry Check, and Adult Abuse Registry Check, candidates applying to the

competition will be invited for an interview.

For selected candidates, a mandatory unpaid training program of approximately 3-4 weeks (full days Monday to Friday) is required. Training date to be announced. Following successful completion of the training program, candidates will be hired as part-time term Sheriff's Officers. Regular full-time positions are then subsequently filled with part-time employees.

To find out more about Remoteness Allowance and Northern premium, please visit

https://www.gov.mb.ca/csc/labour/pubs/pdf/agreements/master_agree_14_19.pdf (Appendix B)

Conditions of Employment:

- Must be legally entitled to work in Canada
- A satisfactory enhanced security check Level IV.
- A Criminal Record Check with Vulnerable Security Search, Adult Abuse Registry Check and a Child Abuse Registry Check are mandatory and must be obtained prior to the interview stage. Applicants who have a criminal record will not be precluded from the remainder of the competition process, however, may be required to provide a hard copy (Transcript of Convictions) of their criminal record to Human Resource Services. All successful applicants will be subject to a background security clearance check prior to training.
- A satisfactory medical fitness report will be required prior to the commencement of Sheriff's Officer Training
- Full Class 4 Driver's License (4F)
- Satisfactory Driver's Abstract
- First Aid and CPR (level C) certificates
- The ability to travel within Manitoba (including small planes)
- Ability to work extended and flexible hours including short notice call ins is required

Qualifications:**Essential:**

- Effective interpersonal skills including a positive attitude as well as ability to maintain a respectful environment
- Strong commitment to teamwork
- Excellent verbal communication skills
- Experience handling stress and the unexpected effectively and responsibly
- Strong problem solving, decision making and sound judgement skills
- Written communication skills
- Excellent Organizational Skills
- Ability to interact with people from diverse cultures and backgrounds
- Ability to work under minimal supervision

Duties:

Responsible for escorting, guarding, transporting and maintaining control of persons in custody. Maintains order, security and decorum in all courts as required. Assists in the enforcement of Writs and court orders, including seizures and evictions, delivers various court documents and apprehends persons under bench warrants. More details of the duties for the Sheriff's Officer position will be provided during the testing sessions.

Interview:

A satisfactory Driver's Abstract, a photocopy of a Criminal Record Check with Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check are mandatory and must be provided (or proof of request provided i.e. receipt) at the time of your interview. Applicants who have a criminal record will not be precluded from the remainder of the competition process, however, may be required to provide a hard copy (Transcript of Convictions) of their criminal record to Human Resource Services should the results indicate that there may or may not be a criminal record.

Training:

A medical fitness report will be required prior to the commencement of Sheriff's Officer Training. A Full Class 4 Driver's License (4F), First Aid and CPR (level C) certificates are to be provided prior to the completion of training and before an offer of employment can be made.

Apply Now:

Advertisement # 40346
Manitoba Justice HR
Human Resource Services
1130-405 Broadway
Winnipeg MB, R3C 3L6
Phone: 204-945-3204
Fax: 204-948-7373
Email: hrrsus@gov.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

People. Purpose. Progress.

manitoba.ca/govjobs



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request