

## JUDICIAL SERVICE ADMINISTRATION

### JOB DESCRIPTION

#### POSITION DATA

Title: <b>Deputy Sheriff</b>	Organisation: <b>Supreme court</b>	
Employee:	Classification Level's: <b>GS 4.1 VT 1, 195,500</b>	
Reports to: <b>Sheriff, Chief Registrar &amp; Chief Justice</b>		
Location; Port Vila	Type of Appointment: Permanent	

#### Position Summary

It is the responsibility of the Deputy Sheriff to assist the Sheriffs office to serve court documents, execute enforcement warrants, carry out any delegated responsibility inline with his post, and also to execute all orders by the court accordingly.

Key Result Areas(KRA) :		Key Performance Indicator (KPI):	
1	Security	1	Ensure Judges and Court staff security is always adhere
2	Assist the Sheriff to execute enforcement warrants	2	Assist the Sheriff to execute all enforcement warrants
3	Services of Notices , summons, warrants	3	Ensure to serve all summons, notices, and any orders directed by the court

#### Key Tasks :-

- Assist the Sheriff to serving Court documents
- Assist the Sheriff to execute Enforcement Warrants
- Arrange for admin matters for executions of warrants with the Police/VMF before doing black and white to the chief Registrar and sheriff
- Do admin runs whenever there is a need and help
- Driving court staff to Dumbea for courts sittings
- Checking parking lot for any unauthorized vehicles
- Assist refueling Judges vehicles
- Assist with movement of judges vehicle to and from Airport when judges travels

#### Additional task

- Do administration run when the Admin Driver is not in for duty
- Work during weekends(Magistrates/supreme court)
- Serve summons till late due to urgent summons
- Dropping of staff when work related after working hours
- Waiting for court of appeal judges when they arrived and departing
- Stepping to help Chief justice when driver is not in for duty
- Helping the judges/master of the supreme court when there is help

#### Goals and Project to achieved

- **None at the moment.**

## SELECTION CRITERIA

### **ESSENTIAL REQUIREMENTS**

- The Deputy Sheriff must have a formal qualification at least a year 13 leaver and appropriate advance tertiary Education, Public relation or related discipline to perform the duties of the position.

## PROFESSIONAL, TECHNICAL CAPABILITIES AND COMPETENCY

To undertake this Position as the Deputy Sheriff, you need to meet the following requirements:-

1. Clear knowledge and skills in providing Security
2. Basic knowledge in Administration
3. Basic Knowledge of the Justice System
4. Good communication skills , both Verbal and Written
5. Driving skills
6. Computer Literate with Microsoft Excel and Word Skills
7. Demonstrate Understanding in all Acts and Regulations of the Judicial Services Commissions
8. Good interpersonal and Public Relation skills
9. Must be able to work in a team and Meet deadlines
10. Honest, reliable, trustworthy, and of good behavior

## WORKING ENVIROMENT

As an employee of the Judicial Services Commission you will be required to

- actively participate in the Judiciary services performance approval program
- comply with and contribute to meeting workplace and policy requirements
- maintain the ethical and behavioural standards outlined

You may be required to:

- Undertake Locally or overseas travel ,which necessitate overnight absences
- Work outside of the normal hours of work
- Be assigned to another position at the same remuneration level if required

Flexible working arrangements may be available depending on Judiciary services needs

## SPECIAL CONDITIONS

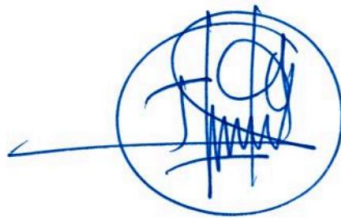
The following special conditions apply to this Position

- Appointment is under the Judicial services and courts ACT 2000, and statutory orders
- May be directed to work in any islands of Vanuatu or the two main Cities either on temporary or ongoing basis.

**JOB AND PERSON PROFILE APPROVAL**

Acknowledged By Employee..... Date:

**Deputy Sheriff**




Approved By the Chief Registrar  
**Mr. JOEL SHEMI** ..... Date: 9 March 2020

Prepared By HRO  
 - ..... Date: