

The Ministry of Justice provides a fair justice system that upholds the law and protects the rights of all individuals in Saskatchewan; promotes safe and secure communities; and provides legal and justice policy advice to government.

The Ministry requires a highly motivated individual with strong organizational and management skills for the position of Assistant Director, Sheriff Services. Reporting to the Director, Sheriff Services the successful candidate will:

- Provide direction and guidance for the Sheriffs' Offices and the Enforcement of Money Judgments Central Unit, including jury management, civil enforcement and the administration of *The Enforcement of Money Judgments Act (EMJA)*.
- Manage the development and implementation of training and education to Sheriffs' Offices, and the Enforcement of Money Judgments Central Unit.
- Advise on and prepare responses to related ministerial inquiries.
- Manage the financial and human resources.

To be successful in the role, the ideal candidate will have:

- Strong leadership and problem solving skills.
- Effective written and verbal communication skills.
- Good organizational skills and an ability to set priorities, manage issues and meet deadlines.
- Excellent judgment and discretion, and decision making skills.
- Demonstrated accountability, flexibility and adaptability in order to meet new challenges in a changing environment.
- Knowledge of financial management, human resource management, and government decision making processes.

Typically, the successful candidate will have several years of management and leadership experience and the knowledge for this position would be gained through a relevant degree, or an equivalent combination of experience and education. Knowledge of the justice system as it pertains to enforcement of money judgments and the Court of Queen's Bench, as well as legal terminology, Acts and regulations would be assets. Some travel is required.

The successful candidate will demonstrate the Saskatchewan Public Service core values of: respect and integrity; serving citizens, practicing excellence and innovation; and acting as one team, including participating in and contributing to an inclusive workplace culture.

What we offer:

- Dynamic, challenging work for talented individuals
- A competitive salary
- Comprehensive benefits package including pension
- Vacation, scheduled days off (SDO) and other types of leave
- Inclusive work environments
- Advancement opportunities
- Flexible work arrangement