



**(INTERNAL & EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: COMMUNITY SERVICES**  
**DEPARTMENT: TRAFFIC SERVICES, LAW ENFORCEMENT AND SECURITY SERVICES**  
**SECTION: LAW ENFORCEMENT AND SECURITY SERVICES**  
**LOCATION: WORCESTER**

**COURT OFFICER (PERMANENT)**  
**SALARY: R 198 484.77 – R 257 581.95 per annum [T7]**  
**Ref: CS/TSLESS/1024**

**Job Purpose:** Responsible for the execution of warrant of arrests, serving of traffic court process documents and traffic court administration duties in accordance with the relevant legislation within the jurisdiction of the Breede Valley Municipality.

**Duties:** Comply with section 44 of Criminal Procedure Act 1977 • Serve all section 54 summonses on allege offenders within the prescribed time frames • Explain the correct legal implications of the summons to the offender • Complete the return of service in accordance with the Criminal Procedure Act 1977 • Record the serving of all summonses in his/her pocket book • Safeguarding of documentation for all court processes and handing the served documentations in at the court section for capturing and processing • Attend to all relevant enquiries in accordance to summonses, representation letters and fines • Responsible for collecting summonses needed for court procedures from Traffic office • Execute control prosecution functions according to the Criminal Procedure Act 1977 (Act 51/1977) • Ensure all relevant documentation is on the court roll • Call out the names of all offenders, determine how many are present, establish their pleas on their case • Submit all relevant case documentation to the Prosecutor in order to serve before court • Request the presence of all traffic officers who have cases on the roll if their evidence is needed • Collect all control documents from the prosecutor on which the offenders want to pay court fines • Accompany them to the Clerk of the Court and ensure that the fines are paid • Document the results on the court roll Record the details of all warrants authorized in a warrant of arrest register • Attend to any requests from the Magistrate or Prosecutor • Ensure proper and accurate recordkeeping of case documentation • Responsible for the safekeeping of relevant legal documentation and control evidence between the traffic, magistrate, prosecutor and police community centres • Ensure orderly court sessions and proper recordkeeping of all case results. • Ensure a well-maintained designated vehicle and the accurate capturing of kilometres in accordance with the laid down Procedures, Policies and guidelines • Adhere to Health and Safety procedures according to the OHS policy • Ensure safety of the public at all times • Ensure a safe working environment, to promote a healthy workforce and to ensure the safety of the community.

**Requirements:**

- Grade 12
- Law Enforcement Certificate
- Code B Drivers License
- 1 Year relevant experience

- Computer literacy – MS Office
- Proficient in at least 2 of the 3 official languages in the Western Cape

**Competencies:** (For a detailed description of competencies, read competency level 2 from page 52 - 61 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Core Professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics & Professionalism, Organizational Awareness, Problem Solving, Planning & Organizing

**Functional Competencies:** Business Processes, Use of Technology, Data Processing & Analysis

**Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation & Customer Focus.

**Personal Competencies:** Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation

**Management / Leadership Competencies:** Impact & Influence, Team Orientation, Direction Setting, Coaching & Mentoring

**PLEASE NOTE:** Please read the below conditions carefully, only those who comply with the conditions will be considered

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations.
9. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za)
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **14 November 2024 at 13:00.**

**The Municipality reserves its right not to make an appointment.**