



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

COURT OFFICER (PERMANENT)
SALARY: R171 788.78 – R222 937.45 pa. [T7] Ref: CS/CS01/092022

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 alleged 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: Traffic Officer, Law Enforcement Officer, and Metro Police Constable / officers requires. Grade 12. Basic training qualification attained. Code EB Drivers licence. No criminal record. Firearm proficiency.

Experience: 2 – 5 years' relevant experience.

PLEASE NOTE:

1. Please read the conditions carefully, only those who comply with the conditions 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. To apply in assured confidence, please do so on the e-mail address: jobs@bvm.gov.za .
4. **When applying please ensure that you submit/attach the compulsory and fully completed BVM application form which can be downloaded from the municipal website at <https://bvm.gov.za/download/2022-application-form-for-employment-msr/>. Non completion of the BVM application form will automatically disqualify your application.** Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, covering letter and driver's licence.
5. 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.
6. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: ssatarein@bvm.gov.za and mntukulo@bvm.gov.za .**

All applications should reach us by **14 October 2022 at 13:00**

Please note that:

- No late applications will be considered.
- **Only e-mailed applications will be accepted.**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications documentation will immediately disqualify any applicant.

The Municipality reserves its right not to make an appointment.

COMPETENCIES REQUIRED

Core Professional Competencies

- Portrays an appropriate image to the public and other municipalities.
- Supports strategies that aim to build a municipality that reflects the community it serves.
- Carries out research to identify relevant facts that are not immediately available.
- Identifies inconsistencies in information.
- Checks information to make sure it is correct.
- Analyses information carefully to make sure it has not been misunderstood.
- Considers the views and motives of everyone involved when drawing conclusion. .
- Understands the negotiating position of others and considers them.
- Deals with difficult emotional issues.
- Deals with issues directly.
- Clearly communicates needs and instructions.
- Changes the style of communication to meet the needs of the audience.
- Manages group discussions effectively.
- Summarises information to ensure a common understanding.
- Supports arguments and recommendations effectively in writing.
- Produces well-structured reports and written summaries.
- Recommends appropriate course of action to supervising practitioners.

Functional Competencies

- Directs effective patrols to prevent crimes.
- Proactively address matters in problem areas as required.
- Responds to calls promptly and effectively.
- Understands policies and regulations governing pre-patrol issues, preparing and reporting for duty.
- Follows arrest procedures and protocols according to policies and legislation.
- Initiates self-directed activity within the patrol area.
- Exercises judgement in stressful conditions.
- Ensures safety of others whilst using force.

Public Service Orientation Competencies

- Relates to people at all levels of the municipality.
- Shows confidence in engagement with internal and external stakeholders.
- Adapts communication contents to the audience.
- Corrects problems promptly, without being defensive.
- Supports others to take personal responsibility to deliver excellent customer service.

Personal Competencies

- Drive to meet deadlines.
- Initiates contact with others.
- Stays calm and focussed under pressure.
- Understands own strengths and weaknesses and takes action to close knowledge / skills gap.
- Learns from experience – does not repeat mistakes.