

## JOB DESCRIPTION

<b>JOB TITLE</b>		BOARD PROSECUTOR	
ROLE MISSION		To prepare and handle disciplinary inquiries and internal appeals where sheriffs have committed improper conduct. Files formal applications for suspension, removal and criminal action against sheriffs. Drafting of charge letters, instructing attorneys on litigation matters and related tasks. Attending on complaints against sheriffs and related tasks.	
<b>ORGANISATIONAL STRUCTURE</b> REPORT TO DIRECT REPORTS NUMBER OF REPORT		Legal, Claims and Complaints Manager	
REQUIRED MINIMUM QUALIFICATION / EXPERIENCE		LLB degree and member of relevant legal bodies. Minimum of 5 -7 years of experience as a senior prosecutor or in the legal field where the leading of evidence was a strong component of the job.	
JOB GRADING LEVEL			
REQUIRED COMPETENCIES		Strong evidence / litigation experience, ability to prepare complex applications for suspension and removal, demonstrate knowledge of the Sheriff's Act, Regulations, Code of Conduct and supporting legislation applicable to the sheriff's profession.	
NO.	KEY PERFORMANCE AREAS (MAJOR ACTIVITIES / RESPONSIBILITIES)	INPUT (METHODS USED)	OUTPUT (EXPECTED RESULTS)

1.	Preparation of the charge sheet where there is evidence that the sheriff has acted in contravention of the Code of Conduct and / or the Act		
2.	Act as evidence leader in disciplinary matters and internal appeals		
3.	Prepare applications for suspension of sheriffs, drafting criminal affidavits for signature, removal from office of sheriffs, charge letters and criminal referrals		
4.	Oversee the timeous scheduling of disciplinary enquiries and provide guidance and support to the paralegal		
5.	Oversee and instruction attorneys on litigation matters and related tasks.		
5.	Attending to general administrative record keeping and liaising with other departments		
<b>ROLE DEFINITION</b>		<b>SIGNATURES</b>	
AGREED BY INCUMBENT :			
AGREED BY MANAGER:			
DATE:			