

# Staffing Request

Human Resource Services

Protected A (when completed)

Prior to submitting a staffing request please ensure the following is completed within 1GX:

- 1) the position is updated with current information in the organizational chart
- 2) for new positions the Create New Position form has been completed
- 3) the end date for the position has been updated for all extensions.

As the Government of Alberta has a legal obligation to find positions for all employees who require placement based on duty to accommodate and based on the collective agreement any employee who has been abolished these employees will be looked at prior to recruitment starting.

Date of Request yyyy-mm-dd	Name of Requestor
<input type="text" value="2025-02-05"/>	<input type="text"/>

Ministry (Agency)	Region/Division/Branch
<input type="text" value="Justice and Solicitor General"/>	<input type="text" value="Grande Prairie, CJS Court of King's Bench"/>

### Type of Position:

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	Duration _____	<input checked="" type="checkbox"/> Wages (up to 6 months)	Duration <u>6 month s</u>
<input type="checkbox"/> Contract of Employment/Other	Duration _____			

### Position Information:

Position Number (8 Digits)	Pay Grade	Classification Description
<input type="text"/>	<input type="text"/>	<input type="text" value="Administrative Support 4"/>

Position Name	Location Address
<input type="text" value="Regional Jury Officer"/>	<input type="text" value="10260 99 th street Grande Prairie"/>

Unit	Hiring Manager	Parent Position Number (8 Digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Attachments

<input checked="" type="checkbox"/> <b>Current Position Description</b> (mandatory for permanent and temporary positions)	<input checked="" type="checkbox"/> <b>Organizational Chart</b>	<input type="checkbox"/> <b>Resume</b> (mandatory for exemption from competition)
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### Reason for Request (choose all that apply):

<input type="checkbox"/> Resignation	<input type="checkbox"/> Extension of Temporary Project	<input type="checkbox"/> Secondment (Interchange) Date position will be vacant yyyy-mm-dd _____
<input type="checkbox"/> Additional Resource	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Co-op Student _____
<input type="checkbox"/> Transferred	<input type="checkbox"/> General Illness/LTDI	<input type="checkbox"/> Summer Student _____
<input type="checkbox"/> Retirement	<input type="checkbox"/> Maternity Leave	<input checked="" type="checkbox"/> Other _____
<input type="checkbox"/> Temporary Assignment		

### Rationale for Recruitment (Why is it necessary to fill the position?)

This request is to fill a wage position for 6 months in the capacity of Jury Officer, Court of King's Bench located in Grande Prairie. This position will report to the area manager. As a Jury Officer, the employee only works when jury trials are proceeding. The position is currently funded in Court of King's Bench Operation's budgets.

The Court of King's Bench conducts all jury trials held in the Province of Alberta. One of the requirements for a jury trial to proceed is a Jury Officer, who must be near the jury at all times. The Jury Officer's main functions are:

1. To ensure the jury is kept separate and apart from other members of the public or participants during a jury trial;
2. To attend to the physical needs of the jury before, during, and after trial each day;
3. To physically be located near the jury (outside the jury room) to monitor jury deliberations and sequestration;
4. To act as the conduit between the jury and the presiding justice and court administration.

During jury deliberation and sequestration, the jury is required by law to remain together until a verdict is reached. Often times, this will require the jury to be housed overnight in a hotel and resume their deliberations the next day at the Courthouse. A jury officer must be in attendance with the jury throughout the entire time during deliberations, day and/or night.





