



Office of the Sheriff



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About Us

Mission
Vision
Values

The Sheriff's Office consists of

- An Administrative Centre located at level 2, Downing Centre, 143-147 Liverpool Street Sydney,
- Sheriff's Office Operations Centre located in the Downing Centre, and
- 52 Sheriff's Office centres located throughout NSW in six regions.

Staff within the Sheriff's Office comprise of the administrative unit, uniformed Sheriffs Officers, clerical officers and court officers.

The staff of the **Administrative Unit** support the effective operation of the Sheriff's Office through the

- administration of the jury system for the State of NSW, involving the preparation of jury rolls for the 73 jury districts in the State and the summoning of persons to undertake jury duty;
- maintenance of instructions for all areas of the Office's operation;
- finance and support services;
- provision and support of information technology;
- training and organisational development of staff.

The uniformed **Sheriff's Officers** have law enforcement, security and other court related responsibilities.

Law enforcement duties include serving documents issued by various courts and tribunals and enforcing writs, warrants and Property Seizure Orders issued under the *Fines Act 1996*. These writs and warrants range from the seizure and sale of personal (private assets) and real property (land), apprehension of persons and arrest of ships and cargo.

Security duties involve maintaining the security of court complexes and the safety of people attending these courts. Duties include perimeter security (walk through and hand held scanning of people entering a court complex) and attending to duress alarms in the court precincts.

Other court related duties may involve the welfare and support of jurors and day to day support of courtroom operations.

Clerical officers located at various Sheriffs Office centres throughout New South Wales provide administrative support to that centre. Duties include data entry, phone and counter service, and other clerical duties.

Court officers provide a supportive role in the court complex and courtroom. Duties include the preparation of the courtroom for the days proceedings, calling and swearing in of witnesses, handling of exhibits, and the welfare and comfort of the jurors who are called for jury service.

Mission

The mission of the Sheriff's Office is to protect the New South Wales justice system.

Vision

Our Vision is that :

- all participants in the judicial system can access their rights in safety;
- the public trusts the integrity of the jury system;
- the community is confident that the orders of the courts deliver justice; and
- our people are well trained and highly motivated to achieve our Mission.

Values	
Our Values :	Our Actions :
Leadership	<i>..we are responsible for our actions & allow our people to excel</i>
Integrity	<i>..we act in the interests of justice and our Code of Conduct, without fear or favour</i>
Accountability	<i>..we keep true records, give reasons for our actions and communicate clearly</i>
Innovation	<i>..continually review & improve the way we work, understanding our strengths and weaknesses</i>
Safety	<i>..we understand and actively manage the risks we face</i>

Your feedback

