

PROBATION OFFICER

Position Announcement

(OPEN)

BACKGROUND:

The Probation Officer is responsible for monitoring compliance of adult and juvenile offenders with Judgment and Sentencing Orders, Orders of Deferred Prosecution, Deferred Sentences and Conditions of Release after arraignment or bail hearing.

TITLE:	Probation Officer
DEPARTMENT:	Kaibab Paiute Tribal Court
SUPERVISOR:	Tribal Court Judge
OPENS:	October 24, 2017
CLOSES:	Open Until Filled
STATUS:	Part-time (10 hrs wk)/No Benefits
SALARY:	\$12.00 hr

DUTIES & RESPONSIBILITIES:

- Monitor adult and juvenile offenders to ensure compliance with Judgment and Sentencing Orders and Orders for Deferred Prosecution.
- Meet regularly with probation clients to verify compliance with drug and alcohol programs, domestic violence programs, mental health counseling, community service or any other condition of probation.
- File reports with the Court on the progress of each client as directed by the Judge.
- File documents when appropriate to seek revocation of a client's probation or provide Prosecutor with notice of a violation of a deferred prosecution agreement.
- Conduct pre-sentence reports to give the Court a client's personal and criminal history, treatment alternatives already attempted and proposed sentencing alternatives.
- Make sentencing recommendations for Defendants upon the request of the Court or Prosecution.
- Represent the Probation Department in Tribal Court at revocation hearings in the absence of the Prosecutor.
- Monitor Defendants who are released from custody pending trial to ensure that Defendant complies with any requirements upon which his/her release from custody was conditioned.
- Must administer drug and alcohol testing to clients as ordered by the Court.
- Other duties as assigned.
- PROBATION OFFICER SHALL NOT HAVE THE AUTHORITY OF A POLICE OFFICER TO MAKE ARRESTS FOR VIOLATION OF PROBATION OR PAROLE AGREEMENTS.

MINIMUM QUALIFICATIONS:

- Must have high school diploma or GED
- College level studies preferred
- Must be at least 21 years of age
- Must possess ability to understand, learn about, and appreciate the differences working within Indian culture
- Must have the knowledge and ability to use word processing, database and spreadsheet software
- Must have a valid driver's license
- Cannot have committed a felony in the past seven (7) years or a misdemeanor in the last three (3) years, with no conviction for crimes of violence against children or crimes involving firearms or moral turpitude at any time.
- Must have excellent written and verbal communication skills

DRUG-FREE WORKPLACE POLICY: The Kaibab Paiute Tribe has a ‘zero tolerance’ workplace drug policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver’s license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT