



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Lead Probation Officer (Lead / II)	
Department:	Tribal Court	
Reports to:	Tribal Court Administrator	
Employment Status:	Non-Exempt (Full-Time)	Salary Grade: NE9
Opening date:	December 16, 2024	Closing date: December 20, 2024

POSITION SUMMARY:

The Lead Probation Officer is responsible for probationary related duties for adult offenders in the Mescalero Apache Tribal Court. He or she shall provide supervision & placement of adults as well as monitor defendants on community service. The Lead Adult Probation Officer will supervise the Probation Department.

Provides supervision to Probation Officers, which includes establishing operating Procedures and assisting in administering probation program. Assists in the daily operations of the Probation Department, monitors caseload progress and performs case reviews and other methods of quality assurance.

PROBATION DUTIES

- Prepare status reports;
- Attend any meetings, hearings or staffing regarding case loads and as needed;
- Maintain probation files, court dates and meeting dates;
- Supervise defendants on probation, including weekly check-ins, compliance with terms and filing contempt of court actions for violations of terms of probation;
- Supervise defendants on community service (Juvenile & Adult);
- Supervise defendants on SCRAM bracelets;
- Enter, scan and manage case load in the Full Court Case Management System;
- Evaluate offender progress on follow-up basis including home visits or place of employment;
- Conduct office and home visits with offenders and document all findings to appropriate agencies;
- Conduct drug and alcohol testing through collection of breath and bodily fluids and document results;
- Coordinate programs regarding alternative sentencing, including areas of employment, education, community service, etc.;
- Coordinate with other jurisdiction's requests for information (Tribal, State, Federal);
- Represent the Mescalero Tribal Court on various teams and committees;
- Make referrals for client services including custody or transportation of adults as required by the Court;
- Monitor conditions of plea agreements and conditional releases of adult offenders;
- May be required to work weekends and/or a varied schedule;
- Must maintain strict confidentiality at all times;
- Must be professional and courteous at all times;
- Attend available training programs; and
- Perform other duties as requested.

SUPERVISOR DUTIES

- Supervise, train, and serve as a back up to other Probation Officers whether Adult, Juvenile or SORNA;
- Create, gather information, and submit monthly reports;
- Make recommendations and assist with policy and procedures of the Probation Department;
- Assigns caseloads, monitor workload through preparing statistical reports and performs reviews of Probation Officers.
- Assist in the development, implementation, and oversight of policies and procedures of the Probation Department.
- Maintain an accurate count of drug testing supplies and place orders as needed; and
- All Probation Duties as listed.

MINIMUM QUALIFICATION STANDARDS:

- High School Diploma or equivalent.
- Two (2) years or more experience working in the area of criminal justice or as a probation officer
- Supervisory Position:
 - Three (3) years or more experience working in the area of criminal justice.
 - Associates and/or Bachelors degree in criminal justice, or similar field.
 - Minimum of one (1) year experience in a court setting.
- Must successfully complete the Tribal Probation Office Academy within one year of hire date
- Must obtain certification in drug testing and alcohol screening equipment within one year of hire date
- Must complete CPR, First Aid, Taser & Defensive Tactics training within one year of hire date
- Must possess and maintain a valid New Mexico driver's license and be insurable.
- Must not have any felony convictions.
- Must submit to a background check.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in computers and word processing software.
- Ability to accurately monitor and maintain probation records.
- Ability to work independently and follow instructions.
- Knowledge of Tribal and Federal laws and regulations that apply to probation procedures in the Tribal Court system.
- Ability to interact with Tribal residents, families, community, and governmental agencies in a professional manner at all times.
- Ability to express self adequately in written and /or verbal communication. Communicate effectively in an interdisciplinary setting with families, staff members, representatives of the community and government agencies.
- Demonstrates knowledge of /and respect for the rights, dignity and individuality of each Tribal member and Tribal affiliates.
- Knowledge of the importance of confidentiality of Tribal Court information.
- Demonstrates honesty and integrity at all times in the care and use of Tribal Court property.
- Ability to prioritize tasks/ responsibilities and complete duties/tasks within allotted time.
- Able to respond to change productivity and manage additional duties/tasks as assigned.
- Report injury/injuries to self or others immediately.
- Must maintain current skills and knowledge through continuing education.
- Knowledge of: current legislative trends and developments; tribal, state, and federal laws pertaining to sex offender registration and notification; law enforcement, criminal justice and court terminology; principles, methods and techniques of appropriate record keeping; and Tribal Court procedures.
- Skill in: various computer program operations, manipulations and queries; written and verbal communication; and

- Ability to: interpret, apply, and explain Court policies and procedures, applicable laws and regulations to offenders, employees, public and other law enforcement personnel; interpret complex criminal records and cases; maintain confidentiality and discretion; testify in Court; pay appropriate attention to details; and operate a computer with a sophisticated level of proficiency.
- Must network and establish a working relationship with resources available on and off the Mescalero Apache Reservation
- Attend and participate in educational and probation related workshops and conferences to further a working knowledge.

PHYSICAL DEMANDS:

- **MOBILITY:** Must be able to move throughout the Tribal Court Facility and in the community in a safe and efficient manner.
- **LIFTING:** Must be able to properly and safely lift items like heavy file boxes as well as other items.
- **CLIMBLING/BALANCING:** Must be able to get into and out of vehicles. Balance one's self on uneven ground.
- **BENDING/STOOPING:** Must be able to stoop and bend while communicating with cliental in wheelchairs and while performing administrative work like filing.
- **HEARING:** Must be able to hear verbal communications from the clientele, staff.
- **SPEAKING:** Must be able to articulate the needs of the clientele to the appropriate agencies and family members.
- **VISION:** Must be able to read and understand policies/procedures regarding clientele's needs.

WORK ENVIRONMENT:

Work is generally performed in an office and outdoor setting with a moderate noise level an. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions. Evening, weekend, and/or holiday work may be required.

Indian preference applies (Title 25, USC, Section 472).