MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**Probation Officer**	
Department:	**Tribal Court- Probation Office**	
Employment Status:	**Non-Exempt**	**Grade: NE9 ($19.01- $26.61)**
Opening date:	**December 31, 2025**	**Closing date: January 16, 2026**

Job Summary

Manages caseloads of juveniles and adults to insure compliance with court orders and provide prevention/intervention services to clients and their families.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Supervises defendants on probation, including weekly check-ins and compliance with terms of release.
- Develops plans of care and probation/parole agreements. Discusses probation/parole agreements and plans of care with client.
- Files contempt of court actions for violations of terms of probation.
- Provides crises intervention to client and families.
- Monitoring restitution schedules to ensure payments are received. Preparing documents for revocation proceedings.
- Prepares a variety of reports to include: preliminary inquiry reports to recommend the filing/non-filing of petitions; client/family baseline assessments to obtain necessary information such as needs, strengths, sociological factors.
- Attends Child Protective and Drug Court team staffing and hearings.
- Coordinates programs for alternative sentencing; documents to appropriate agencies.
- Conducts office and home visits with offenders. Evaluates and documents offender progress.
- Conducts alcohol and drug testing through the collection of breath and body fluids and documents the results.
- Coordinates with other jurisdictions to obtain or request information.
- Makes referrals for client services and treatment programs.
- Interviews clients, parents/guardians, treatment or service providers, school personnel, law enforcement officials and other involved parties to obtain information pertaining to the offense, to include: determining the best interest of the client and the community; submitting restitution questionnaires to victims and determining total costs/losses involved.
- Prepares productivity reports, observations reports, trouble reports, and investigation summaries.
- Maintains client files inclusive of case management, legal documents and statistical logs for monthly reporting to management.
- Works cooperatively with law enforcement and other service providers.
- Attends court arraignments, hearings, and reviews in civil and criminal court.
- Transports clients to scheduled activities and appointments.
- Ensures confidentiality of all records and information.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Two years experience in criminal, social or human services.
- Bachelor's Degree preferred.
- Must be willing to work weekends and a varied schedule.
- Must obtain Probation Academy Certification within one year of employment.
- **Must have a valid** NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of the Tribe's judicial system.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations response to questions.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with probationers.
- Ability to communicate effectively both verbally and in writing.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is sit; stand and walk; required to use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms including above shoulder level. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

Work is performed in an office, home environment or courtroom setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Travel is required.