



MESCALERO APACHE TRIBE

Position Description

Job Announcement

Position Title: Probation Officer
Department: Tribal Court
Employment Status: Non-Exempt (Full-Time)
Salary Grade: NE9

Opening date: September 9, 2019

Closing date: Opened until filled

POSITION SUMMARY:

The Probation Officer is responsible for probationary related duties for offenders in the Mescalero Apache Tribal Court. He or she shall provide supervision & placement of probationers, including monitoring the performance of community service.

PROBATION DUTIES

- Prepare status reports;
- Attend any meetings, hearings or staffing in regards to case load, and as needed or directed;
- Maintain probation files, court dates and meeting dates;
- Supervise individuals on probation or parole and SORNA clients (if assigned), including check-ins, compliance with terms of probation or parole and filing contempt of court actions for violations of terms of probation or parole;
- Supervise defendants on community service (Juvenile & Adult);
- Supervise defendants on SCRAM bracelets or other alcohol/drug monitoring devices;
- Appropriately utilize Full Court Case Management System;
- Evaluate offender progress on follow-up basis, including home visits or visits at places of employment 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 requests for information (Tribal, Local, State, Federal);
- Represent the Probation Services on various teams and committees;
- Make referrals for client services, including custody or transportation of probationers as required by the Court;
- Monitor conditions of plea agreements and conditional releases;
- 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.

MINIMUM QUALIFICATION STANDARDS:

- High School Diploma or equivalent.
- Two years (2) plus experience working in the area of criminal justice or as a probation officer
- Must successfully complete appropriate probation trainings within one year of hire date
- 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 or domestic violence convictions.
- Must submit to a background check and must be legally able to work w/juveniles and SORNA clients w/appropriate commissions, certifications or licenses if required.

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

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in computers and word processing software.
- Ability to accurately monitor and maintain records.
- Ability to work independently and follow instructions.
- Knowledge of Tribal, State and Federal laws and regulations that apply to the practice of probation and juveniles 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 and the Tribal Court information.
- Demonstrates honesty and integrity at all times in 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 handle 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, federal and military 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.
- Skilled: 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 possessions like heavy court files as well as other personal possessions.
- **CLIMBING/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 some cliental are 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. 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.