



PROBATION OFFICER

Hopi Tribal Court

Reports To: Chief Probation Officer

Salary/Hourly Range: 38

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 02/28/2017

INTRODUCTION

This position is under the direct supervision of the Chief Probation Officer, managing a case load and enforcing court ordered probationary sentences by supervising and monitoring probationers. The incumbent performs paraprofessional duties requiring knowledge and skill in assessments, investigation, counseling, and supervision of probationers.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Performs intake work for new probationers; discusses court ordered probationary sentence obligations; informs probationers of probation requirements, policies and procedures; responsible for counseling probationers in activities related to those requirements.
2. Conducts Pre-Sentence Investigations for the type(s) of criminal cases assigned. Conducts inquiries and investigations by (1) requesting and searching for files, documents, court orders, reports and case notes (2) by written requests, letters, memos, release of information forms, and referrals; and (3) by interviews and personal contact and personal contact with defendants, victims, witnesses, prosecution, counselors, employees and defense advocates/attorneys.
3. Responsible for conducting drug and alcohol testing on probationers, monitoring alcohol use detection devices, such as Scram-X.
4. Compiles and prepares required reports, maintains individual case files for probationers to ensure compliance with the conditions of probation. Conducts home, work and school visits; including night time and weekend spot checks of probationer behavior.
5. Appears and testifies in court regarding probationers' compliance with court ordered probation obligations; make appropriate recommendations on sentencing and probation revocation dispositions.
6. Provides close supervision of assigned probationers; establishes reporting schedule; meets with probationers to discuss progress. Monitors probationers' progress with court orders; evaluates probationer progress via visits to home and/or place of employment; investigates alleged violations of probation, community service assignments and secures remedial action by court if necessary.
7. Recommends actions when probationer does not comply with court orders.
8. Plans and organizes caseload; schedules appointments; prepares and maintains required case documentation, including use of Full Court or similar program designed for electronic entry of data and information pertinent to each individual probationer. Prepares and submits required statistical reports to supervisor to support monthly, quarterly and annual statistical and narrative reports.
9. Establishes professional network relationships with other services providers, court personnel, law enforcement personnel, families, community groups and organizations; answers questions and responds to requests for information regarding policies, procedures and probation operations; files recommendations of release; revocation, non-compliance, modifications with Prosecutors Office and Court; collaborates with law enforcement personnel in monitoring of probationers and provides courtesy supervision for County, State and Federal probationers.
10. Performs on-call services for Juvenile matters; conducts informal hearing, drafts referrals to Juvenile Court, supervises minors on informal and formal matters with the court.
11. Performs other related duties as assigned and authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, probationers, families, Judges, law enforcement, attorneys, social services, state, federal and other local courts, Hopi villages, outside agencies and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of services. The incumbent may encounter probationers who are reluctant to or unable to adequately convey information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is primarily sedentary and performed in a standard office, court environment and in the community. The incumbent may encounter out of office situations where there are unpleasant circumstances. Performs work that requires good physical strength and condition to apply restraining techniques and employ defensive tactics. Will carry a Court authorized TASER while performing official duties. The work may occasionally extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required. Establishes and maintains a positive and healthy work environment.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Bachelor's Degree in Criminal Justice, Behavioral Science, Social Work or related field;

AND

Experience: Two (2) year's work experience in a correctional or social services field performing similar duties;

OR

Any equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of history, culture, customs and traditions of the Hopi Tribe.
- Knowledge of the political, cultural and socio-economic environment of the Hopi Tribe.
- Knowledge of applicable legal terminology and documents, including Hopi Court. Probation Policies and Procedures Manual.
- Knowledge of the applicable principles, policies and procedures, codes, laws and statutes of the Hopi Tribe.
- Knowledge of the adult and juvenile adjudicatory process.
- Knowledge of social and correctional casework methods.
- Knowledge applicable computer process application and software.

Skills:

- Skilled in weaponless self-defense and certified user of a Court authorized TASER.
- Excellent verbal and written communication skills to compose various types of routine correspondence, statistical and narrative reports, treatment plans and conducting presentations.
- Excellent human and public relation skills.
- Skilled in supervisory counseling and interviewing.
- Skilled in using basic, modern office equipment, computer software and hardware.
- Exceptionally skilled in dealing with probationers.
- Skilled in analyzing situations, making quick and reasonable decisions.

Abilities:

- Ability to analyze and evaluate efficacy of treatment programs and other probation-required activities, as well as, suggesting changes or modifications to improve them.
- Ability to develop, establish and maintain a cooperative, professional working relationship with others in the case of the client being served.
- Ability to coordinate and present programs to hostile and uncooperative probationers.
- Ability to interpret applicable statutes, codes, ordinances and polices.
- Ability to compile and maintain case summaries and records.
- Ability to make critical decisions with tact and impartiality.
- Ability to work under stress and adhere to strict timelines.
- Ability to maintain confidentiality of all client files and activities.
- Ability to establish and maintain professional working relationships with other court personnel, law enforcement agencies, related local, state and federal agencies and others.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have any misdemeanor convictions at the local, state or federal level within the past five (5) years of application.
4. Must not have any felony convictions.
5. Must complete and maintain annual immunizations and physical wellness exams.
6. Must be able to pass mandatory and random drug & alcohol screening.
7. Must possess Adult/Infant CPR and First Aid certification or obtain certification within sixty (60) days of employment.
8. Must maintain Adult/Infant CPR and First Aid certification.
9. Must be certified to operate a TASER or obtain certification within sixty (60) days of employment.
10. Must maintain annual TASER certification.

DESIRED REQUIREMENT

1. Speak and understand the Hopi language.