



## **PRETRIAL SERVICES OFFICER**

Hopi Tribal Court

Reports To: Chief Probation Officer

Salary/Hourly Range: 34

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

**VALID DRIVER'S LICENSE REQUIRED**

PD Created: 04/10/2018

### **INTRODUCTION**

Under direct supervision, responsible for monitoring the conduct of individuals placed on Pretrial Release through observation, random home visits and curfew checks.

### **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. Monitor the conduct of individuals placed on Pretrial release agreements through observation, random home visits and curfew checks.
2. Maintains current and accurate records of all adults and juveniles under Pretrial release.
3. Searches defendants and seizes any and all types of contraband including any and all illegal drugs.
4. Gathers information on current cases, school attendance, counseling verification, Domestic Violence Group attendance, etc.
5. Conducts pre-trial interviews with incarcerated defendants.
6. Submits written reports with recommendations to the Court.
7. Makes decisions concerning formal court action: appears in court, consults with attorneys, and works with community resources and citizens regarding the disposition of individual cases: investigates and makes application for residential or rehabilitation placement.
8. Attends staff meetings and training sessions with placement agencies.
9. Must be willing to work nights, weekends and holidays as required.
10. Maintains availability for on call duties after work hours as required.
11. Conducts Breathalyzer testing.
12. Discuss with offenders how such issues as drug and alcohol abuse and anger management problems might have played roles in their criminal behavior.
13. This position may require the use of personal, GSA or Tribal vehicle for tribal business. Individuals must be physically capable of operating the vehicles safely. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.
14. Performs other duties of a similar nature or level, authorized to achieve Tribal/Program goals and objectives.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, an/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to moves objects. Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, inadequate lighting, travel, disruptive people, imminent danger, and threatening environment.

### **MINIMUM QUALIFICATIONS**

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

AND

Experience: One (1) year work experience in legal procedures, and possess Court or Law Enforcement experience.

## 2. Required Knowledge, Skills and Abilities:

### Knowledge:

- Courtroom practices, procedures and operations;
- Federal, State and Tribal Statutes, codes and ordinances to be enforced;
- Probationary practices, Pretrial Practices procedures and operations;
- Legal terminology associated with judicial proceedings;
- Tribal policies and procedures;
- Hopi community resources;
- Hopi culture, customs, resources and traditions and a willingness to learn.

### Skills & Abilities:

- Defense tactics;
- Operation of various office equipment;
- Writing accurate, legible, effective and factual reports;
- Establishing and maintaining an effective working relationship with other law enforcement agencies, regulatory agencies, organization staff, tribal officers, criminal justice system staff, and the public/community;
- Researching information, identifying relevant facts, and making logical recommendations;
- Undertake multiple tasks, priorities and perform assigned duties independently within established guidelines;
- Complete 8 hours of defense tactics/self-defense training one a year;
- Certified in Taser and any other equipment required for the position;
- Work well under pressure;
- Maintain confidentiality of information;
- Follow written and verbal instruction; communicate effectively verbally and in writing;
- Adapt readily to changing work conditions and to remain objective while working within emotionally charged and potentially stressful situations;
- Apply new methods and procedures readily;
- Analyze case data to evaluate probationer's compliance with court orders;
- Attend various training sessions when necessary;
- Must be willing to travel as needed;
- Provide support services to the court and public with courtesy and efficiency;
- Operate a breathalyzer machine;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **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 criminal background and character investigation in accordance with Hopi Tribal policy and with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C. Section 13041).
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 six (6) months of employment.
8. Must maintain Adult/Infant CPR and First Aid certification.
9. Must be certified to operate a TASER or obtain certification within six (6) months of employment.
10. Must maintain annual TASER certification.
11. Must complete and maintain Breathalyzer certification or obtain within six (6) months of employment.
12. Defensive tactics training as needed.

### **DESIRED REQUIREMENT**

1. Speak and understand the Hopi language.