



## CHIEF PROBATION OFFICER

Hopi Tribal Court

Reports To: Chief Judge

Salary/Hourly Range: 43

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

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 02/28/2017

### INTRODUCTION

This position is responsible for administrative management and supervision of the Probations Unit; and supervision of adult and juvenile probationers to assure adherence to court orders in support of the Hopi Tribal Court, Judicial Services. The incumbent performs duties of considerable difficulty requiring knowledge and skill of the tribal, state and federal judicial process, management & supervision techniques, methods & principles and applicable policies & procedures. The work typically includes varied duties requiring many different related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variation in approach and incomplete or conflicting data. The work requires interpretation of applicable laws, planning of the work and refining the methods and techniques to be used in investigations related to probation functions. The supervisor established overall objectives and provides guidance when problems arise. The incumbent exercise independent judgment in establishing priorities in carrying out routine activities within applicable laws, codes, statues and general parameters established by the supervisor

### 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. Responsible for the day-to-day activities of the Probations Unit; provides leadership and directs the probations / intake operations and maintains client case file for documentation of all activities in conformance with professional & quality assurance standards. Assesses the effectiveness of existing programs and identifies additional service needs; make recommendations regarding staffing, technology, equipment, financial resources and policies and procedures required to implement proposed changes.
2. Provides supervision to other Probation Officer within the office in order to efficiently complete work projects; instructs & train staff regarding work assignments, procedures, methods & techniques and establish performance standards for subordinate staff; monitors work in progress and evaluates performance on a quarterly and annual basis; and recommends personnel actions as necessary.
3. Establish the mission, supporting goals and objectives for the Adult/Juvenile Probation Unit.
4. Conducts pre-sentence investigations for type(s) of cases required (domestic violence, criminal traffic). Conducts inquires and investigations by (1) requesting and searching for files, documents, court orders, reports and case notes; (2) by written request letters, memos, release of information forms, and referrals; and (3) by interviewing offenders, family members and other concerned; prepares written reports to include proposed treatment plan and recommendation for judgment.
5. Prepares and files appropriate legal documents / correspondence with the Tribal Prosecutor, the Hopi Tribal Court and other outside agencies, such correspondence and legal documentation includes but is not limited to, Probation Orders, Revocation, Order to Show Cause, Motion for Continuances, Probation Orders & Releases, etc.
6. Responsible for administering the drug and alcohol testing on adults and juvenile probationers to ensure compliance with alcohol monitor devices, monitoring and strategic action planning for violations.
7. Appear and may testify in court including presentation of materials regarding probationers compliance with court ordered obligations and is prepared to make appropriate recommendations on dispositions; provide recommendations in reference to conditional release or institutionalization of probationer. Inform probationer of legal requirements of conditional release, office visitations, restitution payments, educational and employment stipulations.
8. Conducts department staff meetings to address issues, community needs, status updates, and case(s) review.
9. Monitors probationer and enforces Orders of the Court according to individual treatment plan toward discharge from probation; investigates alleged violations of probation, community service agreements and secures remedial action as necessary, including transdermal alcohol testing system on adults and juvenile probationers in alternative sentencing.
10. Prepares documentation and/or recommendations when a probationer does not comply with court orders. Files documentation and provide copies in accordance with department policies and procedures.
11. Prepares and submits monthly, quarterly, annual narrative and statistical reports to the supervisor; providing recommendations for imposed or expanded services in support of the Hopi Judicial Services goals and objectives.
12. Plans and organizes caseload; schedules appointments and prepares and maintains required case documentation and case database in conformance to professional quality assurance standards and responds to inquiries
13. Establishes professional network relationships with other services providers, court personnel, law enforcement personnel, families and community groups and organizations; answers questions and responds to request for information regarding

policies, procedures and probation operations; and collaborates with law enforcement personnel in monitoring of probationers.

14. Provides courtesy supervision for county, state and federal probationers.

15. Performs other related duties as assigned and authorized to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with clients, families, court and other agency personnel closely related to the incumbent's specialized area for the purpose of exchanging actual information and coordinating the provisions of probation services. Public contacts for investigations purposes often involves situations where information is reluctantly provide or where client is unable to adequately convey information.

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

The work is performed in a standard office environment as well as in the Law Enforcement facility and residence. Physical exertion will be required when monitoring probationers and conducting investigations as an Office of the Court, incumbent my encounter some risk and hostility when conducting investigations. The incumbent may be exposed to physical harm and/or infectious diseases. Perform work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and/or carry 75 pounds.

### **MINIMUM QUALIFICATIONS**

1. Required Education, Training and Experience:

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

AND

Experience: Four (4) years administrative and management experience in a correctional, judicial or social services system, of which two (2) years is in a supervisory capacity;

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 legal terminology and documents.
- Knowledge of the principles, policies and procedures, codes, laws and statues of the Hopi Tribe.
- Knowledge of the adult and juvenile and judicatory process.
- Knowledge of social and correctional casework methods.
- Knowledge of the computer process application and software.

Skills:

- Skill in weaponless self-defense and use of a TASER.
- Good verbal and written communication skills to compose non- and technical correspondence, statistical and narrative reports, treatment plans and conducting presentations.
- Good human and public relation skills.
- Skill in investigation, counseling and interviewing.
- Excellent human and public relations skills.
- Excellent management and supervisory skills.
- Skill in using basic, modern office equipment, computer software and hardware.
- Good skill in dealing effectively with offenders.
- Skill in analyzing situations and making quick and reasonable decisions.

Abilities:

- Ability to interpret statues, codes, ordinances and polices.
- Ability to conduct a constructive social adjustment program for adults and juveniles.
- Ability to learn and practice techniques of group and individual counseling, casework methods and report writing.
- Ability to compile and maintain case summaries and records.

- Ability to analyze and evaluate treatment programs, probation activities and adopt changes or motivation to meet needs.
- Ability to make critical decisions with tact and impartiality.
- Ability to supervise, plan, organize and direct the work of other.
- Ability to work under stress and adhere to strict timelines.
- Ability to maintain confidentiality of all clients files and activity.
- Ability to draft legal documents relating to orders of the Court.
- 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.