

JOB OPENING ANNOUNCEMENT

Job Title: Probation Officer

Report To: Chief Judge

Department: Tribal Court

Job Vacancy: YAN-24-017

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 1/22/2024

Closing Date: 2/2/2024

POSITION DESCRIPTION:

The Probation Officer is responsible for monitoring behavior of individuals who are on probation by the Court or released with conditions pending further hearings.

QUALIFICATIONS:

- Associate Degree in Criminal Justice or a related field or two (2) years of relevant training or experience required; Bachelor of Science Degree in Criminal Justice preferred.
- One (1) year of Probation Officer or relevant law enforcement experience required; may substitute comparable experience as teacher, counselor or social services worker.
- Satisfactory communication and interpersonal skills required.
- Ability to produce quality written and statistical reports required.
- Willingness to learn and perform basic daily tasks of Deputy Court Clerk on as needed basis.
- Must never been convicted of a felony or convicted of a misdemeanor within the past year.
- Ability to read, analyze and interpret complex data.
- Ability to make effective presentation on controversial or complex topics.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required certifications/license and update knowledge and skills. Attends APPA trainings annually.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Serve as adult and juvenile Probation/Release Officer responsible for monitoring behavior of individuals on probation or offenders released with conditions assigned by the Tribal Court.
- Prepares written and verbal reports, such as pre-sentence reports, as required.
- Meet with and provide counseling as appropriate with individuals.
- Prepares and maintains forms necessary for the effective and efficient operation of the Probation Department including, but not limited to, terms and conditions of probation, sign-in and probationer activity forms.

- Prepares periodic reports on a monthly, quarterly or annual basis regarding the status of probationers and their activities as directed by the Chief Judge.
- Prepares and maintains written policies and procedures necessary for the effective and efficient operation of the Probation Department.
- Establishes a system and procedure for probationers to maintain periodic contact with and provide monitoring information for the Probation Department.
- Establishes procedures for and processes probationers for in-take, explanation of services and terms and conditions of probation.
- Establishes procedures and forms for terminating and closing probation cases, including written notification to the Court recommending successful or unsuccessful termination and order to close case.
- Arranges for and provides referrals for probationers for treatment services, including counseling, family services, employment skills training, educational and life planning skills and services.
- Assists probationers or directs probationers to persons that can assist the probation in obtaining community and subsistence services such as AHCCCS, Social Security and similar benefits.
- Keeps current on innovative or technological applications to improve the effectiveness and efficiency of the Probation Department and makes recommendations to the Court.
- Maintains a database of treatment service providers for probationers, including but not limited to individual, family, group, anger management and life skills counseling.
- Participates in and provides probation services for participants in the Yavapai-Apache Nation Wellness Court.
- Attends court hearings regarding probationers including sentencing, review and revocation hearings.
- Initiates requests for court review of probationers including preparing referral documents to Tribal Prosecutor.
- Conducts home visits and field contacts with probationers, as necessary.
- Conducts searches of the person and property of probationers for contraband or other prohibited items.
- Arrests or arranges for arrest by other law enforcement officers of probationers violating probation terms.
- Provides or arranges for surveillance of offenders released under house arrest.
- Maintains appropriate periodic contact with probationers and offenders released pending further court hearings by face-to-face meetings or electronic telecommunication.
- Administers field tests to detect the use of alcoholic beverages, illicit drugs of other intoxicating and prohibited substances by probationers or offenders pending further court hearings.
- Provides input to the Chief Judge regarding the annual budget for the Probation Department.
- Maintains a probationer unpaid community work service program including establishing suitable service projects and sites, arranging for provision of

- necessary tools, clothing and safety equipment and supervision of probationers performing unpaid community work service under the program.
- Establishes and maintains a filing system to identify individual probationers and their performance during probationary periods.
 - Must maintain confidences of all files pertaining to individuals.
 - May assist Court Clerks as required.
 - Supports and interfaces with other employees and Tribal members
 - Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
 - Maintains professional education and interaction at meetings/conferences to keep abreast changes in requirements, which affect the Nation and current trends in the field.
 - Represents the Nation in a variety of local, county, state, and other meetings.
 - Duties may include assisting with personal service of court documents and transporting of inmates, as well as acting as a Bailiff during court proceedings and maintaining order in Court.
 - Maintains a positive working relationship with other Tribal employees.
 - Participates on various Nation work groups.
 - Performs other tasks as assigned by the Chief Judge.

Physical Requirements

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting, but may exceed that due to emotional nature of court involvement of probationers or need to visit probationers at work site or home. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**