

**NORTHERN CHEYENNE TRIBE
POSITION ADVERTISEMENT
PROBATION OFFICER**

POSITION: Probation Officer

SALARY: \$17.00 - \$18.50

BRANCH OF GOVERNMENT: Judicial

DEPARTMENT: Northern Cheyenne Court

ACCOUNTABLE TO: Chief Judge or other Designee

OPENS: 10/7/2020

CLOSES: 10/21/2020 @ 4:00 PM

How to apply: Submit a complete application, **RESUME**, (3) current letters of reference and or/recommendations (one must be past/present employer), dated within (1) year of advertisement, Tribal Certification (if claiming Indian Preference), submit a form DD214 (if claiming Veteran Preference), Current Montana Driver's License, copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attn.: Human Resources Department, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT. 59043. All documentation must be attached.

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department
And FORWARDED to the Programs/departments.
ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE
ADVERTISING PROGRAM**

SUMMARY OF WORK: The Probation Officer is an employee of the Northern Cheyenne Tribal Court under the direct supervision of the Chief Judge or his/her designee. This is a full time permanent position **dependent on funding availability.**

ESSENTIAL RESPONSIBILITIES: The Probation Officer is responsible for monitoring adult conditional release orders as issued by the Court including OR, probation, parole, etc., administering drug testing and conducting field or office visits to assure completion. Must research and investigate the background of each client through a formal assessment to determine the appropriate informal disposition; develop case profiles on each case in preparation for the formal or informal disposition process, maintain active case files on each client; appear and testify in court. Will make recommendations to the Court and Prosecution on progress of each client, whether it pertains to violations or completion of conditions.

Maintains records and generates statistical and other reports as required, utilizing manual and automated reporting systems. Works in collaboration on a case management system with Tribal resources in various kinds of counseling to adult offenders, including crisis intervention.

Maintains current knowledge of available community resources for making referrals and supervises and monitors adults committed to probation and community services. This officer will also work the traditional court system as well as diversions/intervention programs. Must be willing to be certified in drug testing, background checks, and other certifications as necessary. Other duties may be assigned.

PERSONAL CONTACTS: This position requires extensive contact with the community, Tribal programs, law enforcement, other Indian Tribes, representatives of the Federal and State governments, other public and private non-profit programs and organizations on and off the reservation.

JOB PERFORMANCE STANDARDS: Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited, to the following:

- Performs assigned duties
- Observes work hours
- Demonstrates punctuality
- Maintains accurate records
- Establishes rapport, promotes accountability and encourages positive change
- Prepares and submits accurate and timely reports
- Incorporates organizational systems and tools and uses good time management
- Adherence to strict standards of confidentiality is mandatory
- Demonstrates the ability to work under deadlines and stressful situations
- Effectively deals with people in adversarial situations
- Communicates with diverse population verbally, in written form and electronically
- Uses effective mediation and resolution skills and motivational interviewing techniques
- Remains professional and non-biased on issues pertaining to clients and programs
- Establishes and maintains effective working relationships with fellow employees, supervisors and the general public.

JOB REQUIREMENTS:

KNOWLEDGE: The applicant will have knowledge of the Northern Cheyenne Tribal Law and Order Code as it relates to adult offenders, current resources in the community for making referrals, knowledge of the Northern Cheyenne reservation and its residents, and knowledge of modern office procedures and equipment.

SKILLS: The applicant will have skills in counseling individuals, public speaking, organizational capabilities, time management, strong telephone skills, open and responsive interviewing techniques, listening and writing skills, computer skills such as Microsoft Word and Excel, case management software, and file maintenance skills.

ABILITIES: The applicant will be able to meet and communicate effectively and courteously with colleagues, the community members, clients and other professionals. Have the ability to comprehend and comply with verbal and written instructions, be able to prepare reports to the court, prosecutor and testify in court when necessary. Applicant must possess the ability to work

independently and as a team, under stressful conditions. Must be able to handle potential outbursts of violence from clients and the ability to maintain confidentiality at all times.

MISCELLANEOUS:

- Must be able to pass a detailed background investigation on character, reputation, trustworthiness and fitness in order to determine suitability for employment or retention
- Must never have been convicted of a felony.
- Must have no misdemeanor convictions (except minor traffic violations) within the past three years.
- Must have no convictions of crimes against children, sexual offenders or crimes of violence.
- Must be of good character and reputation and must maintain a drug-free lifestyle.
- The applicant is **required** to possess a valid drivers license and should have reliable transportation with proof of current automobile liability insurance and proof of current vehicle registration.
- Must be familiar with or familiarize self with the laws of confidentiality.
- Disseminating confidential information outside of the confidentiality guidelines will result in termination and possible prosecution.

The successful applicant must meet performance standards set forth by the department and successfully pass a 90-day probationary period.

EDUCATION AND EXPERIENCE:

- AA preferred or an equivalent combination of experience and education.
- Must have a high school diploma or G.E.D.
- Minimum of two years verifiable experience dealing with offender clients is preferred.