

**NORTHERN CHEYENNE TRIBE  
JOB ADVERTISEMENT**

**POSITION:** Probation Officer/Bailiff

**SALARY:** \$14.50-\$15.50, DOE

**DEPARTMENT:** Northern Cheyenne Court

**ACCOUNTABLE TO:** Chief Judge or other Designee

**CLASSIFICATION:** Full-Time, Non-Exempt

**OPENING DATE:** June 15, 2022

**CLOSING DATE:** June 29, 2022 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** The Probation Officer/Bailiff 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. The successful candidate will perform two positions on a half time basis for each position.

**ESSENTIAL RESPONSIBILITIES:** The Probation Officer/Bailiff is responsible for assisting the Healing to Wellness Drug Court Coordinator and the FT Probation Officer monitor clients ordered into the probation program and sentenced to conditional release orders issued by the Court. When serving in the Bailiff position, providing a safe environment for the courthouse during court proceedings is the primary function.

**Probation Officer Duties** - The Probation Officer (PO) is responsible for monitoring adult offenders placed on conditional release orders issued by the Court. The PO is responsible for meeting with offenders, researching and investigating the background of each individual through a formal assessment to determine the appropriate informal disposition and developing a mutually agreed upon case plan. The PO holds clients accountable for initiating progress towards objectives stated in the case plan, ensures fines and fees are paid in compliance with sentencing orders, maintains regular contact with each client on a regular basis via telephone and/or in person and administers UA's, drug testing via patches and places SCRAM continuous alcohol monitoring devices on offenders. The PO will ensure follow-up towards stated goals and objectives and assist in providing information on resources available in the community including Dull Knife Memorial College enrollment and course information, housing assistance, substance abuse treatment offered by N. C. Behavioral Health, mental health counseling, self-help education, parenting classes and career/vocational assistance. The PO will conduct office and home visits to assess compliance with sentencing orders, and maintain active case files on each client, with up-to-date, accurate record keeping. The PO will make recommendations to Tribal Court and Prosecution on the progress of each client, whether it pertains to violations or completion of conditions, recommend probation revocation when necessary and may appear and testify in court.

Keeping track of data and reporting information in a Court Management System and creating tracking systems using Excel Spreadsheets or similar software is required, as well as providing timely progress reports. Confidentiality is an essential requirement.

**Bailiff duties** - Responsibilities include maintaining order and providing a safe environment for courthouse during designated court proceedings, ensuring only community allowed into the Court are admitted. Scanning clientele and visitors using forehead thermometers may be required when necessary, as well as directing them to handwashing disinfectant stations and replacing disinfectant solution when necessary. Opens and closes front doors each day and locks and secures the premises after each work day. Cleaning the lobby and court area after each hearing and after any court activity is required as well as ensuring cleanliness of areas, including the adjacent storage shed and shoveling snow from sidewalks when necessary. Other duties may be assigned.

**PERSONAL CONTACTS:** This position requires extensive contact with the community, Tribal programs, law enforcement and other community programs and organizations.

**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
- 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
- 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 successful applicant will have knowledge of the Northern Cheyenne communities on the reservation and its residents, knowledge of record keeping, organizational systems, office procedures, office equipment and court procedures. Some knowledge of the Northern Cheyenne Law & Order Code is desirable.

**SKILLS:** Skills utilizing organizational techniques, effective oral and written communication and experience using computer software such as Microsoft Word and Excel are preferred.

**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 keep a tracking log and prepare reports 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 offenses 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 driver's 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:**

- Must have a high school diploma or G.E.D.
- AA preferred or an equivalent combination of experience and education.
- Previous experience in probation, parole, corrections, social work or counseling, dealing with offender clients is preferred.
- Verifiable experience working in a public contact position and working with businesses or community organizations is required.