



The Three Affiliated Tribes **Job Description**

PROBATION OFFICER

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Probation Supervisor DEPARTMENT: Fort Berthold District Court SALARY: D.O.Q. CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: 609 Main Street, New Town OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

This position is responsible for performing probation services and case management involving delinquent offenders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Counsel offenders related to legal conditions of probation or parole. Offer informational resources, emotional support, and assist with filling out forms and documents.
2. Review documents pertaining to legal and social history of offenders to conduct pre-hearing or post sentencing investigations.
3. Maintain accurate and complete case records in a neat and legible case format.
4. Administer UA/s/Drug Testing as requested.
5. Collaborate with other tribal, state and government law enforcement agencies collecting information pertaining to probationer(s).
6. Enforce court orders of conditional release and develop case management plan.
7. Evaluate offender progress on follow-up basis including home visits, schools, or place of employment and report results to other agencies, as appropriate.
8. Assist with coordination of care/services with local agencies.
9. Seek remedial action through prosecutor and court for violations on conditions of release if necessary.
10. Attend trainings and maintain certifications, update staff as needed and recommend any necessary changes.
11. Adhere to MHA Policy & Procedures as well as department policies/guidelines.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exit.

COMPETENCIES:

Skills

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.



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- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of local community resources, social services, mentoring programs, and counseling agencies available to assist families.
- Knowledge of general laws, rules, policies, and procedures pertaining to court.

Abilities

- Ability to establish and maintain effective relationships with co-workers, judges, court personnel, staff, tribal/state/federal agencies, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to manage a steady caseload, prioritize daily check-ins, and manage time effectively without constant direct supervision.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED. **REQUIRED.**
- One (1) year experience in community outreach, law enforcement or an equivalent field dealing with at-risk populations. **REQUIRED.**
- Associate degree in human services, social services, or law enforcement; or three (3) years general experience in the related field. **PREFERRED.**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License. **REQUIRED.**

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office or courtroom environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____