

# VACANCY ANNOUNCEMENT



## **PROBATION OFFICER**

RED LAKE NATION TRIBAL COURTS

Open: September 21, 2020      Closing: October 16, 2020 @ 12:00 p.m.

### **PRIMARY FUNCTION:**

The Probation Officer shall perform a variety of probationary related duties for adult and juvenile offenders in the Red Lake Tribal Courts. Reports to Court Administrator, full-time position w/benefits, salary; DOQ.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare status reports as requested by the Red Lake Nation Tribal Court.
- Communicate with community-based service providers to ascertain probationer compliance with court-ordered services.
- Coordinate with other jurisdictions and collaborative partner's requests for information regarding client compliance.
- Implement and maintain adult and juvenile case files, court dates and meeting dates to ensure client case management system is up to date.
- Supervise client probationary and court requirements, including weekly check-ins; compliance with terms thereof; and filing contempt of court actions for violation of court orders.
- Coordinate programs regarding alternative sentencing, including the following areas: education, community service, training, etc.
- Arrange and monitor placement of probationers in various rehabilitation and/or treatment programs.
- Must work with all phases of community in confidential, non-judgmental manner.
- Participates in meetings, in-service training, staff development, and other professional growth activities as required or needed.
- MAINTAIN CONFIDENTIALITY AT ALL TIMES.
- Maintains accurate and up to date case records in a neat and legible prescribed form.
- Plans office activities, conferences, and field visits in connection with investigation and supervision functions.
- Perform other duties as assigned and as needed.

### **EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:**

- High School Diploma/GED.
- Previous experience in law enforcement, courts, probation, social work fields.
- Basic written and oral communications skills.
- Knowledge of Red Lake Nation Tribal Court intervention programs.
- Computer literate, including Windows, Microsoft Office (Word, Excel and Outlook) etc.
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy.
- Be able to work, on occasion, after hours and on weekends to monitor client compliance.
- Must have a valid Minnesota State issued driver's license and automobile insurance.
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check

**TO APPLY:** Applications (w/resumes attached) are being accepted at the Red Lake Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847 \*Fax (218) 679-4176.