



SPOKANE TRIBE OF INDIANS

HUMAN RESOURCES DEPARTMENT

PO BOX 206, WELLPINIT, WA 99040

PHONE: (509) 458-6527 FAX: (509) 458-6556

JOB ANNOUNCEMENT

VACANCY ANNC. #: STOI-14-077
TITLE: LEAD PROBATION OFFICER
DEPARTMENT: PROBATION DEPARTMENT
LOCATION: WELLPINIT, WA
SUPERVISOR: CHIEF JUDGE
STATUS: REGULAR, FULL-TIME
RATE OF PAY: DOE/DOQ
OPENING DATE: OCTOBER 7, 2014
CLOSING DATE: OCTOBER 28, 2014

SUMMARY OF DUTIES:

Under the general supervision of the Chief Judge, the Lead Probation Officer will work cooperatively with the Spokane Tribal Court Staff, Judges, Court Administrator, Prosecuting Attorney, Public Defender(s), Law Enforcement, BIA Corrections, Service Providers and other Organizations. The Lead Probation Officer supervises the Probation Officers and is responsible for assigning case loads.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs intake work for new and existing probationers; discusses court ordered obligations and charges; informs probationers of requirements, policies and procedures; responsible for counseling offenders in activities related to legal conditions, in accordance with probation. May be required to perform on-call work beyond normal business hours including nights, weekends and holidays.

- Conducts inquiries and investigations by (1) requesting and searching for files, documents, court orders, reports and case notes; (2) by written requests, letters, memos, release of information forms, and referrals; and (3) by interviews and personal contact with defendants, victims, witnesses, prosecution, counselors, employers and defense advocates/attorneys.
- Compiles and prepares required reports, maintains individual files of probationers for compliance with conditions of probation. Inform probationer of legal requirements of conditional release, office visitations, restitution payments, educational and employment stipulations. Conducts home, work and school visits; including nighttime and weekend spot checks of probationers.
- Appear and may testify in court including presentation of materials regarding probationers compliance with court ordered obligations and is prepared to make appropriate recommendations on dispositions; provide recommendations in reference to conditional release or institutionalization of probationer.
- Provides supervision to assigned probationers; establishes reporting schedule; meets with probationers to discuss progress. Monitors probationers progress with court orders; evaluates probationer progress via visits to home and/or place of employment; investigates alleged violations of probation, community service assignments and secures remedial action by the court if necessary.
- Files affidavits, charges and/or recommends actions when probationer does not comply with court orders; suspends identified privileges; prepares and issues complaints, summons, revocations, Orders to Show Cause, and issues arrest warrants for defaulting probationers.

- Establishes professional network relationships with other service providers, court personnel, law enforcement personnel, families and community groups and organizations and may at times provide courtesy supervision for county, state and federal probationers.
- Must be available to respond 24 hours a day including weekends and holidays.
- Supervises Probation Officers, manages and assigns case loads, maintains and updates policies and procedures. Plans, develops and implements short and long range goals and objectives. Responsible for ensuring that all aspects of the Probation Department operate effectively and efficiently.
- Plans and organizes case load; schedules appointments and prepares and maintains required case documentation. Prepare and submit statistical reports to supervisor to support monthly, quarterly and annual statistical and narrative reports.
- Performs other duties as assigned and authorized to achieve office goals and objectives.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed in a standard office and court environment and in the community. The incumbent enters situations where there are unpleasant circumstances and may subject oneself to potential risk while performing field investigative work and monitoring probations. The work may extend beyond the normal eight (8) hour daily schedule. Travel on and off of the reservation is required.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Criminal Justice preferred or related field.
- Must have recent supervisory experience as a Probation Officer. Five years minimum experience as a Probation Officer with two years in a supervisory capacity.
- Applicants must be of high moral character, and possess the personal integrity to handle the stress of the position.
- Experience reflecting knowledge of computers and associated software.
- Must be able to write clear and concise investigative reports.
- Must be able to effectively communicate in person, on the telephone, and in written format.
- Must be physically capable of performing the position functions; with the ability to work/drive in adverse weather conditions.
- Must possess a valid Washington State Driver's License, and be tribally insurable. A driver's abstract from Washington State Department of Licensing will also be a requirement.
- Must be certified to collect and administer drug tests.
- At time of employment must successfully clear an extensive Criminal Background Inquiry; results must not reflect any felony convictions, misdemeanor Domestic Violence convictions or any other misdemeanor convictions within one-year prior, and on a rolling basis must not have any felony or misdemeanor convictions.

Applications Are Available At the Spokane Tribal Human Resources Department or can be downloaded at www.spokanetribe.com

P.O. Box 206, Wellpinit, WA 99040

Contact: Molly Abrahamson or Regina Flett

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Applications Must Be Received In The Human Resources Department

By 4:30 PM On The Closing Date

The Spokane Tribe Reserves The Right To Hire According To Its Indian Preference Policy

All Applicants Will Be Subject To A Pre-Employment Drug Test

All Positions With The Tribe Are Subject to a 90-Day Probationary Period