



NOTTAWASEPPI HURON BAND OF THE POTAWATOMI

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT

JOB NUMBER:

JOB TITLE: TRIBAL COURT PROBATION OFFICER

Supervisor: TRIBAL COURT ADMINISTRATOR

Status: Non-Exempt

Salary: Grade 6

POSITION SUMMARY

The Tribal Court Probation Officer (PO) will be directly supervised by the Tribal Court Administrator (TCA). This position will have multiple pretrial and post-conviction responsibilities connected with the supervision of criminal defendants and youth appearing before the Tribal Court. The PO, in consultation with the Chief Judge and the TCA, will be responsible for creating and monitoring probation programs consistent with the culture, practices and values of the Nottawaseppi Huron Band of the Potawatomi (NHBP).

ESSENTIAL FUNCTIONS

The listing of the essential functions of the PO position is subject to change or modification as the interests of justice or circumstances require.

1. Treat all persons coming to the Court with respect in the spirit of the Seven Grandfathers Teaching.
2. Collaborate with the TCA, Chief Judge, the Tribal Prosecutor, the NHBP Police Department, NHBP Departments, and the Tribal Community, to create a Probation Program that incorporates traditional NHBP values for the healing of an individual in the criminal justice system to become a contributing member of the Nation while protecting the health and safety of the victim, the NHBP community and the Nation as a whole.
3. Determine the available resources of the NHBP Nation. Collaborate with NHBP Departments and the community to create resources for defendants and youth.
4. Research resources available in other Native Nations, state agencies, public agencies and service providers to create partnerships to increase the resources available to NHBP defendants and youth.
5. Create the infrastructure necessary for implementation of the Probation Program.
6. Monitor all persons released on pretrial Bond conditions, including electronic monitoring.
7. Report to the TCA any bond or monitoring violations and prepare the necessary paperwork to bring these violations to the Court's attention.
8. Administer or supervise the administration of any required testing to any persons released on bond as conditions require or to persons on probation.
9. Assist the TCA and other court personnel in the Courtroom during court hearings.
10. Plan office activities, conferences and field visits in connection with investigative and supervision functions.
11. Create and maintain accurate and up-to-date case records for every active case.

12. Prepare and submit to the TCA monthly updated reports on the status of every active case.
13. In collaboration with the TCA and applicable NHBP departments, monitor payment orders by criminal defendants such as orders for restitution, fines, court costs, child support, etc.
14. Collaborate with other NHBP Departments to ensure compliance with counseling, treatment, community service, restitution, payment of fines, etc.
15. Prepare pre-sentence investigative reports for the Chief Judge with sentencing recommendations, family history, criminal record, prior court interventions, etc.
16. Meet with defendants and youth on a consistent and ongoing basis to engage in one-on-one conversations using approved counseling techniques in order to monitor progress of court ordered requirements, as well as determine and clarify problems and suggest methods for addressing issues, including culturally appropriate and traditional methods.
17. Develop and maintain ongoing relationships NHBP departments and other agencies.
18. Testify in Court regarding assigned defendants and probationers when required.
19. Represent the Tribal Court, Chief Judge and other Court officials in meeting with the public as directed.
20. Perform public relations activities such as addressing community groups, attending conferences, serving on task forces and committees as directed by the TCA and/or the Chief Judge.
21. Provide PPO supervision and protection in the community.

MINIMUM QUALIFICATIONS

The individual must be able to perform each of the above listed Essential Functions satisfactorily. The requirements listed below are representative of the knowledge, skill experience and ability required to perform this job successfully:

1. Be familiar with the Seven Grandfather's Teachings and be committed to incorporating these teachings into the work environment, day-to-day operation of the Court, judicial infrastructure, policies and programs.
2. Be familiar with civil and criminal jurisdiction within Indian Country.
3. Be familiar with the history of the Nottawaseppi Huron Band of the Potawatomi.
4. Posses a Bachelor's degree in one of the following academic fields: behavioral sciences; criminal justice; education; law; native studies; psychology; or social work from an accredited college or university; or an Associate's degree with significant work experience in a Tribal justice system.
5. Minimum of one year of work experience in a court, social welfare agency or correctional institution.
6. Be a self-starter who is highly motivated with a strong work ethic.
7. Possess the ability to work independently as well as within a team environment maintaining working relationships with others.
8. With advance notice, be available in the weekends and evenings for attending tribal events and to hold community meetings in relation to the creation of Court programs and services.

9. Must have the ability to access and use multiple forms of electronic communication modes and possess fundamental computer skills.
10. Must have the ability and desire to understand, gain knowledge of and appreciate the uniqueness of Tribal culture and customs.
11. Understand the separation of powers within a tribal structure.
12. Must be drug free and able to pass a background check and drug screening.
13. Must have and maintain a valid Michigan driver's license.
14. Never have been convicted of a felony or any crime involving violence, dishonesty or fraud.

PREFERRED QUALIFICATIONS:

1. Experience working with a Native American Tribe or Band as a probation officer.
2. Three to five years related experience in tribal government.
3. Master's degree in a relevant field.

SECURITY SENSITIVE

This position will have access to private and confidential information and is subject to additional Tribal and Court provisions regarding security and confidentiality.

INDIAN PREFERENCE

Indian preference will be applied in the selection of qualified applicants in accordance with the NHBP Indian Preference in Employment Code, which affords employment preferences to NHBP Tribal citizens, spouses of NNBP citizens and members of other federally recognized Indian Tribes.

Native American Preference

"Indian preference will be applied in accordance with the NHBP Indian Preference in Employment Code." Indian sovereignty support and Indian preference initiatives are mandatory.

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