

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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Vacancy Announcement

POSITION: Probation Officer
DEPARTMENT: Trial Court, Judicial Branch
LOCATION: Cheyenne and Arapaho Tribes, Concho Oklahoma

ISSUE DATE: May 6, 2021 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

The Probation Officer will be employed directly by the Judicial Branch and will report to the Court Administrator. The Probation Officer's primary responsibility is to work with the court system in providing community supervision to offenders who are on active probation or who have been assigned community service or other alternatives to incarceration.

DUTIES AND RESPONSIBILITIES:

- Manage multiple cases and oversee probationers' compliance with their probation terms.
- Responsible for ensuring probationers understand their probation terms, developing rehabilitation plans, monitoring progress, and arranging other services to assist probationers in achieving their goals.
- Required to keep confidential files on each client assigned by the court.
- Developing, recommending, and implementing rehabilitation and treatment plans.
- Interviewing probationers regularly to evaluate their progress.
- Maintaining contact with probationers and their families.
- Initiating court action or recommending remedial action for probation violations.
- Submit probationer progress reports to the court.
- Support the efforts of the Healing to Wellness Court.
- Verifying compliance with substance abuse treatment programs by administering drug and alcohol tests.
- Preparing and maintaining case files, records, and progress reports.
- Informing inmates or offenders of specific conditional release requirements.
- Arranging court-ordered treatment services and monitoring community-based sentences.
- Arranging for post-release services to facilitate reintegration as a productive member of society.
- Provide courtesy supervision and support to probationers on state or federal probation.

- Collaborate with tribal justice programs and partners.

QUALIFICATIONS:

- A Bachelor's Degree in criminology, sociology, criminal justice or related field is required.
- Experience required in case management, probation, parole, or law enforcement is preferred.
- Must be computer literate.
- Excellent communication and listening skills.
- Strong time and stress management skills.
- Good interpersonal and decision-making skills.
- Must possess valid Oklahoma Driver's License.
- Must have reliable transportation—use of personal vehicle required with mileage reimbursement available.
- Must agree to a comprehensive background investigation.
- Must pass pre-hire drug screening.
- Knowledge of Cheyenne and Arapaho culture preferred.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov