



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Adult Probation Officer	Open Date:	May 5, 2022
SLT Program:	Spirit Lake Tribal Court	Close Date:	Until filled

Position Objective: This position entails performing entry level probation officer work such as investigating, counseling and supervising a caseload of offenders within the policies and procedures of the Spirit Lake Tribal Court. The position periodically works different shifts and will be expected to be on call as needed. The position may work with challenged or potentially aggressive offenders. The position travels occasionally when necessary for training, to conduct home visits or to network with other agencies. The position is mostly sedentary work with occasional lifting/carrying objects such as large files. The applicant should expect to work with average exposure to noise and may be subject to frequent disruptions and a moderate degree of stress.

Major Duties & Responsibilities:

- Provide community protection through casework services as an officer of the court.
- Conduct pre-sentence investigations for the court.
- Provide counseling and supportive services to assist juvenile probationers with their personal, social and economic adjustments to the community.
- Enforce court orders.
- Provide reports to the court monthly regarding all offenders on probation.
- Conduct informal pre-violation meetings with probationers and the Juvenile Intake Officer.
- Document and maintain notes and record keeping in compliance with established policies, procedures and regulations for court and/or grants.
- Maintain contact with probationers, their parents/guardians and supportive services.
- Execute probation contracts/agreements with probationers.
- Impose and/or recommend intermediate sanctions on probation violators.
- Participate in ongoing staff training.
- Interact with similar internal and external departments as necessary.
- Perform other job-related duties as required or mandated by the supervisor.

Qualifications, Experience, and education required:

- Prefer a person with a two-year degree in social or behavioral sciences, criminal justice, law enforcement or related field.
- Good communication and interpersonal skills. Ability to relate to tribal people.
- Ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.

- Ability to maintain confidentiality regarding client information and records.
- Must have knowledge of basic principles and practices of social case work and the court system.
- Ability to work effectively with challenged persons in a firm and respectful manner.
- Knowledge of laws affecting probation/parole and the ability to carry out some laws and duties within the defined procedures of the law; including times when a person must take the initiative and make independent decisions.
- Knowledge of computers and other office equipment to prepare and file reports with the court.
- Knowledge of criminology and penology.
- Knowledge of how to use breath testing equipment and drug testing equipment in a proper and safe manner.
- Must be able to travel as needed to perform job functions and for training as necessary.
- Must pass a criminal background check for tribal, state and federal law enforcement.
- Must possess a valid driver's license and current insurance and maintain the same; and insurable under the Tribe's driving policy.
- Knowledge of Spirit Lake Tribal Community, Tribal Court and Tribal Agencies.
- Must show emotional and mental stability.
- Must be able to react quickly in the event of a disturbance.
- Must pay close attention to details and concentrate on work.
- Must react swiftly to offender's needs during supervisory sessions.
- Must be of high moral, character, and integrity.
- Tribal enrolled persons will be granted preference.

Job Role:	Juvenile Probation Officer	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision	Judicial Administrator
Monthly Salary Range:	D.O.Q	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	normar@spiritlakenation.com or katerid@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and		

	<p>job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>
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