



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

**Job Title:**

**Juvenile Intake Officer**

**Open Date:**

**May 10, 2018**

**Position Objective:** This position involves public relation skills in working with troubled children and youth along with independent and substantial degree of discretion in making decisions to determine need for formal judicial involvement or diversity programs for juvenile delinquent offenders. It also entails reviewing delinquency petitions and conducting informal adjustments and/or assisting the Juvenile Court Prosecutor in determining processing of juvenile cases. The applicant must be able to work with little or no supervision at times. Work is performed under the general supervision of the Juvenile Prosecutor or Judge. Works with average exposure to noise, but subject to frequent disruptions and moderate degree of stress. Travels occasionally when necessary to do networking with other agencies.

### **Major Duties & Responsibilities**

- Conduct investigations and file petitions on juveniles either entering the juvenile system or others that are already in the system and are violating terms of their supervision.
- Prepare reports for the court with information that the court may request for proper adjudication of the juvenile.
- Present cases to the court regarding juvenile delinquency petitions that have been filed with the court by law enforcement, tribal prosecutor and/or other agencies.
- Recommend a probation plan to the court for suggested disposition of a case.
- Implement a probation plan with the juvenile and his/her family which may include recommendation for return to the court for violations of probation or for termination of supervision if the situation demands revocation of supervision.
- Furnish by self or through coordination contact of related services, alternatives and options for the Court to utilize as part of a probation plan.
- Develop and establish working relationships with tribal/federal/state agencies involved in juvenile related services.
- For statistical purposes, keep account of all cases and be readily available to provide the number of juveniles currently on supervision, their compliance and what services they are working with.
- Support and assist the development of alternative community resources for juveniles which may include alternative sentencing options.
- Act as liaison between the juvenile court and the community, school and other agencies that work with juveniles.
- Maintain contact and work closely with law enforcement, gang tasks force, in the identification, intervention and prevention of gang delinquent activity.
- Other duties assigned by Judge.

**Qualifications, Experience and education required:**

- Prefer a person with a two-year degree in emphasis on criminal justice and/or social work. One or two years work related experience in law enforcement and/or probation is acceptable.
- Applicant must have knowledge of Spirit Lake Tribal Law and Order Code along with the Spirit Lake Children’s Code.
- Applicant must have knowledge of tribal, state and federal laws affecting juveniles.
- Applicant cannot have felony convictions.
- Applicant must pass a criminal background check for the tribe, state and federal law enforcement.
- Applicant must possess a valid driver’s license and maintain car insurance.
- Applicant must maintain utmost confidentiality.
- Must be able to travel when required and complete recommended training and/or workshops successfully.
- Must show emotional and mental stability. Must be able to physically and mentally 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.

<b>Job Role:</b>	Juvenile Intake Officer	<b>Company Industry:</b>	Spirit Lake Tribal Court
<b>Department:</b>	Tribal Court	<b>Closing Date:</b>	<b>May 17, 2018</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Judicial Administrator
<b>Monthly Salary Range:</b>	D.O.Q	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0635	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and 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.
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