



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

**APRIL 4, 2012**

**#34-12**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** LAW ENFORCEMENT SERVICES - JUVENILE CORRECTIONS  
**POSITION:** JUVENILE CORRECTIONS/ACTIVITIES OFFICER  
**SALARY:** \$18.66 PER HOUR D.O.E.  
**CLOSING DATE:** OPEN UNTIL FILLED

#### **DUTIES:**

The incumbent is under the direction of the Juvenile Corrections Administrator. In accordance with and as mandated by the Public Law 93-638 Contract and the Tribes, to receive, identify, classify, assess and place juvenile offenders into the custody, care, and control of the Colorado River Indian Tribes Juvenile Corrections Center. Also conducts personal inventory of offender's personal property, valuables and currency to ensure that all personal property is properly recorded and secured in accordance with established Tribal and Federal policies, procedures and regulations. The incumbent transports juvenile offender to medical and behavioral health care, coordinates all juvenile offender movement inside and outside the Corrections Center, and submits a written daily activity report to ensure compliance. On occasion, the incumbent must complete and refer Serious Incident Reports (SIR) thru the chain of command to the Juvenile Corrections Administrator as mandated by and in accordance with the P.L. 93-638 Contract for Law Enforcement Services for reporting Serious Incidents.

The incumbent also works with the youth offender(s) with their individual case plan development/management by identifying the stages of change process, development of individualized plans based upon the professional assessment(s) and recommendations, and action steps for each stage, and providing recommendations on developing effective case plans that encourage youth offender success. This will be accomplished by:

- Working with youth offenders applying probation practices to address special needs, including risk and protective factors

College or equivalent, in the field of criminal justice, probations, sociology or related field or currently enrolled in the first year of College.

The applicant will be required to attend and successfully complete an accredited State or Federal Academy to obtain both Corrections and Probation Officer certification, within one-year of appointment. In addition, applicant will be required to complete 40 hours of in-service training yearly, including annual physical efficiency battery (PEB) test.

The application is required, as an incidental duty, to operate a Tribal owned or leased motor vehicle, in the performance of duties; therefore, a valid state driver's license is required. The applicant must have a safe driving record within a three (3) year period of appointment, and meet the Tribes' safe driving requirements.

**SECURITY, CLEARANCE AND BACKGROUND REQUIREMENTS:**

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation will include: applicant screening, criminal history check, credit check, work history check, education check, reference check, medical examination, physical testing, fingerprint check, oral board review, psychological and polygraph test.

Under Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to all enrolled CRIT Tribal members who qualify toward all employment opportunities; otherwise, CRIT does not discriminate against employees or applicants based upon race, color, sex, religion or national origin.

**KNOWLEDGE, SKILLS AND ABILITIES:** *A supplemental response may be written on plain paper or addressed within the body of your application or resume describing your knowledge, skills and abilities in the following order:*

- Knowledge of State, Federal and Tribal laws and regulations governing juvenile corrections and institutions.
- Knowledge of search, detainment, and restraint methods and procedures for juvenile corrections and institutions.
- Knowledge of transportation procedures for safety and security in transporting youth offenders to and from court, medical and other related appointments.
- Skill in effectively communicating both verbally and in writing, and in establishing and maintain effective working relationships with fellow employees, tribal entities, other agencies, and the public.