



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 660-1320 • Fax (928) 660-5263

Eldred Enas, Chairman

MARCH 05, 2012

#15-12

VACANCY ANNOUNCEMENT

DEPARTMENT: TRIBAL COURT
POSITION: PROBATION OFFICER
SALARY: \$9.92 - \$12.50 D.O.E.
CLOSING DATE: FRIDAY, APRIL 6, 2012 AT 5:00 P.M.

GENERAL SUMMARY:

Under direct supervision of the Chief Probation Supervisor. Performs work of considerable difficulty in providing Audit and Juvenile correctional casework services to assigned probationers in accordance to laws, policies and procedures. Performs related work as required or assigned.

EXAMPLES OF WORK:

Plans, develops and monitors services and resources for adult and juvenile probation under the jurisdiction of the Tribal Court. Investigates circumstances of offenses and social history background of adult and juvenile offenders. Prepares various reports and makes recommendations to the court concerning the disposition of cases. Provide intake services for all juveniles who may be brought before the Tribal Court. Maintain accurate records of each report. File petitions for dependent, neglected, or delinquent children. Conducts intake interviews with persons placed on probation or parole assuring that the terms and conditions of the Court's orders are understood. Interviews, researches and prepares predisposition and supplemental report; counsels clients and/or refers them to various social agencies; meets with parents, counselors, employers, teacher, and others to assess clients progress; visits probationers at home, work, school or in treatment facilities; enforces terms and conditions of probation; investigates alleged violations of probation, arrests probationers if warranted and makes recommendations to the court; and attends court hearings as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good working knowledge of the principles and practices of social and correctional casework and counseling; good knowledge of the criminal justice system, codes and laws; good knowledge of the principles of human behavior. Ability to maintain a professional attitude and be of good character, dependable, punctual and able to work under conditions of stress and deadlines. Skilled in interpersonal relationships, interviewing and counseling. Ability to apply the principles and methods of correctional casework; ability to analyze and

evaluate home situations and family conflicts; ability to speak and write effectively; ability to maintain confidentiality; ability to work flexible hours. Subject to on-call after normal business hours, weekends and holidays.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university preferably in Behavioral Science, Social Science, or Criminal Justice; or at least five years' experience in related field. Must have a valid Arizona Driver's License and be insurable under the Colorado River Indian Tribes' Vehicle Insurance Policy. Computer literate and knowledge of Microsoft Word and Excel.

**APPLY:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

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

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.