



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

NOVEMBER 1, 2012

#107-12

DEPARTMENT: JUDICIAL
POSITION: PROBATION OFFICER
SALARY: D.O.E
CLOSING DATE: **OPEN UNTIL FILLED**

SUMMARY:

Under the direct supervision of the Chief Probation Officer, the Probation Officer will perform work of considerable difficulty in providing Adult and Juvenile correctional casework services to assigned probationers in accordance to laws, policies, and procedures; as well as perform related work as required or assigned.

GENERAL DUTIES:

- Plans, develops, and monitors services and resources for adult and juvenile probation's under the jurisdiction of the Tribal Court
- Investigates circumstances of offenses and social history/backgrounds of an adult and juvenile offender
- Prepares various reports and makes recommendations to the court concerning the disposition of the case
- Provide intake service for all juveniles who may be brought before the Tribal Court
- Maintain accurate records of each probation reports
- File petitions for dependent, neglected, or delinquent children
- Conducts intake interviews with persons placed on probation assuring that the terms and conditions of the Court's orders are understood
- Meets with parents, counselors, employers, teachers, and other to assess the clients progress
- Visits a probationer's home, work, school, or in treatment facilities
- Enforces terms and conditions of probation
- Investigates alleged violations of probation and make recommendations to the court
- Attend court hearings as required

- Take a child into temporary custody, without a warrant, when a Tribal court order so directs, or when there is reasonable cause to believe that a Tribal Court order concerning the custody of the child has been violated
- A probation officer shall have the powers of a Tribal law enforcement official for the purposes of this Article, but shall not exercise such power only in urgent situations when a Police Officer is not immediately available

REQUIRED EDUCATION, SKILLS, AND KNOWLEDGE:

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. The ability to maintain a professional attitude and be of good character, dependable, punctual, and able to work under conditions of stress and maintain deadlines; skilled in interpersonal relationships, interviewing and counseling with adults and juveniles. The 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. Will be subject to an on-call schedule and respond to a call after normal business hours, weekends, and holidays.

MINIMUM QUALIFICATIONS:

A high school diploma or GED equivalent and at least three (3) years experience in a related field. Must have a valid Arizona's Driver License and be insurable under the Colorado River Indian Tribes Vehicle Insurance Policy. Must also be computer literate and have knowledge of Microsoft Word and Excel.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.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.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave, and Pension Plan. Pre-employment drug screening is required.