THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT

POSITION NO:	212950	Date Posted:	December 5, 2022
CLASS CODE:	9241	Closing Date:	**Open Until Filled**
POSITION TITLE:	**District Court Probation Officer**		
DEPARTMENT NAME:	Tuba City District Probation & Parole Services		
WORKSITE LOCATION:	Tuba City, Arizona		

WORKS DAYS/HOURS:		POSITION TYPE:		SALARY INFORMATION:	
Days:	Monday - Friday	Regular Full-Time	☑	Salary Range:	$47,710.80
Hours:	8AM to 5PM	Temporary:	☐	Hourly Range:	$22.85
No. Hrs./Wk.:	40	Part-Time:	☐	Grade/Step:	BX62G

DUTIES AND RESPONSIBILITIES

Caseload Duties: Supervises and manages individuals placed on probation/parole as a condition of release or an alternative to incarceration. Prepares conditions of probation/parole, recommendations and other documents according to directions from the court or appropriate authority. Interviews clientele to determine proper rehabilitative services. Prepares case summaries and reports. Refers clientele to community agencies that offer specialized rehabilitative services required for a particular individual's needs. Conducts home/field visits to ensure compliance with probation/parole conditions or other persons' subject to the jurisdiction of the courts. Recommends when circumstances warrant modification of court orders. Recommends appropriate actions for violations of probation and parole. Maintains accurate case files. Interviews individuals requesting for appointment of counsel and provides recommendation to the court. Conducts random testing for alcohol and controlled substances. Performs a variety of assignments within the court based on operational needs. Conducts presentence/predisposition investigations and recommends viable sentencing alternatives, counseling and other services. Compiles and submits monthly and quarterly reports in required timelines. Carefully documents facts and testifies in court with respect to the clientele activities, behavior and quality of adjustment while under supervision. Appear in court proceedings as mandated by law as court processes, policies and rules require. Provides community education and other information to schools and the public. Attends meetings to represent the district and provide report(s). Works as a liaison to schools and community groups in an effort to promote the mission of the judicial branch and the understating of probation. Responds to inquiries from the general public, counsel, court staff, law enforcement and other government agencies without giving legal advice. **Other Duties:** Assists with routine office support and court-related activities including backup support and limited delegation of authority; May rotate through a variety of assignments within the court, based upon operational needs. May be responsible for the monitoring of electronic monitoring of probation clients.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:
An Associate's Degree in Sociology, Criminal Justice, Behavioral Science or closely related field; and two years of progressive and responsible experience in law enforcement, counseling, or closely-related field. An equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered.

Special Knowledge, Skills and Abilities:
This position requires the following knowledge: Basic applicable Dine' Bi bee hazaani, Navajo Nation Statutory, State and Federal laws. All applicable Judicial Branch and Navajo Nation Policies and Procedures. Navajo Rules of Court. Peacemaking Program processes. Legal terminology. Personal computer hardware and software components. Available community resources and service providers; Basic knowledge of Navajo values, culture and traditions; Basic counseling techniques and methods; Basic principles of case management, monitoring and record keeping; Knowledge and understanding of substance abuse and mental health issues. Shall be skilled in the following: Filing and processing records through automated and manual filing systems. Interpreting, applying and monitoring for compliance, complex conditions of probation/parole. Use a personal computer with a variety of software applications.

License/Certification Requirements:
Must possess a valid state-issued driver's license. Within 90-days of employment must obtain and pass a criminal background check; obtain a Navajo Nation Vehicle Operator's Permit. Within 90-day of employment, obtain a Drug and Alcohol Testing Certification to administer tests to clientele. Shall successfully pass a physical examination test. Shall possess a current Cardiopulmonary Resuscitation (CPR) and First Aid/Responder Certification. For this particular position class, incumbents are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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