

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 212954
CLASS CODE: 9240

Date Posted: January 14, 2025
Closing Date: Open Until Filled

POSITION TITLE: Senior Probation Officer

DEPARTMENT NAME: Tuba City District Probation & Parole Services

WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: ☒	Salary Range: <u>\$66,189.60</u>
Hours: <u>8AM to 5PM</u>	Temporary: ☐	Hourly Range: <u>\$31.70</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: ☐	Grade/Step: <u>CL67A</u>

DUTIES AND RESPONSIBILITIES:

The Senior Probation Officer provides administrative support to the Chief Probation Officer in the supervision of District Probation Officers. Responsible for the day to day operation of personnel management for approving/disapproving requests for leave, compensatory time, travel and training, and conducting annual evaluations, addressing staff discrepancies and resolving inter officer personnel issues. Provides technical support to the District Probation Officer in complex situations within the case, provides guidance and direction of case by case circumstances. Provides technical support to the District Probation Officers in cases by auditing and reviewing for accuracy and efficiency. 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. 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. 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. Provides community education and other information to schools and the public. Responds to inquiries from the general public, counsel, court staff, law enforcement and other government agencies without giving legal advice.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's Degree in Sociology, Criminal Justice, Behavioral Science; and six 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 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, 3) 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 may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

**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