

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
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## JOB ANNOUNCEMENT

**TITLE:** PROBATION AND PAROLE OFFICER  
**DEPARTMENT:** TRIBAL COURT  
**SALARY:** \$18.42 G10/ S1-3 AFTER PROBATION, DOQ  
**OPENS:** November 21, 2022  
**CLOSES:** December 9, 2022  
**CAREER STATUS:** NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL 90 DAY PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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## GENERAL STATEMENT

The principle function of the Probation and Parole Officer is to supervise/manage individuals placed on probation or parole and to monitor their compliance with court orders for the purpose of protecting the community and assisting the individual toward rehabilitation.

## SUPERVISION

Works under the direct supervision of the Chief Prosecutor.

## DUTIES AND RESPONSIBILITIES

- Expected to maintain professionalism and exercise independent professional judgment, initiative, and action.
- Manages assigned caseload of adult and juvenile offenders placed on probation or parole, including establishing and maintaining a case file for each offender.
- Provides regular supervision, including counseling offenders as to conditions of probation or parole, of assigned offenders, including offenders transferred between jurisdictions.
- Consults and cooperates with other jurisdictions in monitoring offenders.
- Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatment. Monitors attendance and progress of treatment. Reviews periodic reports from treatment providers.

**PROBATION AND PATROL OFFICER**

**Approved 11/14/22 DA3296**

- Performs alcohol/drug testing, monitors employment history and performance, and meets regularly with the offender (weekly-monthly, depending on screening tool guidance).
- Evaluates and follows offender's progress by making unannounced visits to the offenders' home, school, or place of employment.
- Monitors daily Shoshone-Bannock Tribal Court ("Court") docket and arrest sheets and conducts record checks to determine additional updates from the Court's computer case management system.
- Required to travel and attend local, regional, state, and national trainings to keep updated with current trends, treatments, and laws relevant to adults and juveniles.
- Works in hazardous conditions that can be dangerous.
- Collaborates with Tribal Departments and/or organizations in the community to help rehabilitate the offender.
- Will be assigned to serve as a member of the adult Drug Court, DUI Court, Family Wellness Court, and/or other diversionary/drug/wellness court.
- Determines if offenders have violated the terms and conditions of their probation or parole.
- Reviews social, medical, mental, and criminal history of all probationers and parolees.
- Prepares pre-sentence reports to the Court and recommends an appropriate sentence.
- May be required to compile reports and testify in court.
- Works with Tribal Prosecutors to initiate motions and/or affidavits for revocation of probation or parole and may petition to the Court for early discharge from probation and/or parole.
- Prepares monthly, quarterly, or other periodical statistical reports.
- Participates in continuing education or training as specified by the Chief Prosecutor or the Court Administrator.
- Works directly with Parole Board to identify eligible parolees and monitors Court-ordered releases of parolees, as well as communicating effectively with the Court and Parole Board.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have working knowledge of and/or experience with:

- Human and criminal behavior.
- Criminal justice system.
- Offender management and risk reduction procedures.
- Interviewing, counseling, and investigative techniques.
- Applicable laws regulating criminal conduct and probation.
- Court operations, policies, and procedures.
- Drug Court, Specialty Court, Problem-Solving Court, or other diversionary court program.
- Various evaluation and treatment programs, social service agencies, and other community resources available to probationers and parolees.

- Operation of standard office equipment, including but not limited to scanning, faxing, and copy machine, personal computer, Microsoft Office, and other computer programs utilized by the Court.
- Probation/Parole Officer Associations committed to upholding a high standard for the profession.

Ability to:

- Establish and maintain relationships with Court staff, superiors, Tribal officials, and Tribal, state, Federal, and private agencies/service providers.
- Conduct drug and alcohol testing
- Maintain calm demeanor in all situations.
- Communicate effectively orally and in writing.
- Understand and assist offenders with alcohol and substance abuse rehabilitation efforts.
- Understand, apply, and comply with Tribal Court policies and procedures.
- Understand and comply with professional work standards.
- Comply with Tribal and Tribal Court rules of confidentiality.
- Prepare legal documents for submission to the Court.
- Work independently with little supervision.
- Complete all essential functions of the job.
- *Work on weekends and evenings*, as directed or necessary to fulfil job duties.
- Gather and analyze facts and draw logical and objective conclusions.
- Establish working relationship with probationers and parolees.
- Conduct self with a professional mannerism that will bring credit to the Tribal Government.
- Perform other related duties as assigned by the Chief Prosecutor.
- **MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.**

## **QUALIFICATIONS**

Minimum qualifications: High School diploma, GED, or equivalent. (Step 1).

Preferred qualifications: Associate, Bachelors, or higher degree in criminal justice, behavioral or social sciences, or related field. (Step 2 or 3, depending on education plus experience).

*Applicants meeting the preferred qualifications will be given preference.*

### Additional Required/Minimum Qualifications:

Minimum of two (2) years successful experience as a Probation/Parole Officer or in a human service related position involving counseling, interview, case management, or related functions.

Must possess valid Idaho driver's license or a valid state driver's license in the state the applicant currently resides in.

Must be able to pass a background check, including:

1. Must never have been convicted of a felony (a withheld judgement shall constitute a conviction); and

2. Must not have any misdemeanor convictions (a withheld judgement shall constitute a conviction) within the past year (12 months) in any jurisdiction; and
3. Must not have any criminal convictions in the Shoshone-Bannock Tribal Court; and
4. Must not have any pending criminal charges in any jurisdiction.

Employment history must prove credibility and dependability.

Must be punctual and dependable.

Must be a self-starter and complete tasks in a timely manner.

Must be willing to travel to attend trainings, seminars, and conferences that will increase knowledge and ability to complete duties and responsibilities.

Qualified Shoshone-Bannock Tribal member/Indian preference and veteran's preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official Tribal application.

**Telephone calls are not accepted in place of an employment application or letter of interest.**

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college that indicate the degree(s) received, as well as any other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of US military service are entitled to receive preference points during the interview process.

To verify Tribal member preference, applicants must provide a copy of their tribal enrollment card. To verify Indian preference, non-enrolled member and non-member Indian (enrolled in another federally-recognized Indian tribe) applicants must provide a Certificate of Indian Blood from their tribe or from the Bureau of Indian Affairs.

Applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribes. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal

Government for 90 days thereafter per the Shoshone-Bannock Tribes Alcohol and Drug Free Workplace Policy.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on applicants to ensure suitability for the position applied for.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5:00 P.M.** on the closing date.