

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
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

| | |
|-----------------------|--|
| TITLE: | PROBATION AND PAROLE OFFICER |
| DEPARTMENT: | TRIBAL COURT |
| SALARY: | \$18.79 G10/ S1-3 DOQ |
| OPENS: | January 15, 2024 |
| CLOSES: | January 26, 2024 |
| CAREER STATUS: | NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations. |

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.

GENERAL PURPOSE:

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.

PROBATION AND PAROLE OFFICER

- 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.
- 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.

PROBATION AND PAROLE OFFICER

KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge of, experience with or a willingness to learn about:

- 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.

Must have an 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, including observing clients providing urine samples.
- 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 (Grade 10, step 1):

- High School diploma, GED, or equivalent.
- Minimum of 2 years successful employment history involving interaction with the public.

Preferred qualifications (Grade 10, step 2 or 3, DOQ):

- Associate, Bachelors, or higher degree in criminal justice, behavioral or social sciences, or related field.
- Minimum of 2 years successful experience as a Probation/Parole Officer or in a human service related position involving counseling, interviewing, case management, or related functions.

Applicants meeting the preferred qualifications will be given preference.

Additional Required/Minimum Qualifications:

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 and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

PROBATION AND PAROLE OFFICER

IMPORTANT APPLICATION CRITERIA

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

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.

PROBATION AND PAROLE OFFICER