



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-019
JEMEZ TRIBAL COURT
PROBATION OFFICER

Position Title:	Probation Officer	Pay Level:	\$26.32-\$39.47
Position Open Date:	2/25/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Court
Supervisor:	Supervisory Probation Officer		

POSITION SUMMARY:

Responsible for monitoring and supervising probationers and for enforcing adherence to the court ordered conditions of probation.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Associate's degree in criminal justice, or a closely related field; AND two (2) years of experience in providing probation and casework/counseling services. Attend and successfully complete Tribal Probation Academy within one (1) year of being employed.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Job specific certifications will be required within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical court, detention or public safety setting, including stamina to stand and/or walk for an extended period of time, and strength to restrain, arrest and/or eject individuals; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Supervises court ordered community service workers and keeps track of the hours they have worked.
- Records contacts made with all probationers; maintains a digital and manual file to keep record of all contacts made.
- Conducts random drug testing for all probationers; conducts random home visits.
- Initiates probation intake/risk assessment procedure prepares the Probationer's agreement after disposition.
- Coordinates efforts with Jemez Behavioral Health Program and attends monthly meetings to discuss probationer status in their programs; coordinate with Jemez Social Services on referred probationers on the status of their placement plans of DV sessions and/or Parenting Skills sessions.
- Drafts pre-sentence reports prior to sentencing for Judge to review for disposition recommendations; prepares pre-disposition report on juvenile criminal history and provides written recommendations for Juvenile Judge.
- Attends Tribal Court on trials, order to show cause and sentencing as requested.
- Records all criminal offenses on the court management system for tracking and reporting purposes to the Department of Justice.
- Collaborates with service provider on court ordered installation and supervision of alcohol monitoring bracelets or other devices used for monitoring compliance with court orders.
- Conducts support services with Jemez Behavioral Health counselors as a part of the re-entry program for offenders transitioning from inpatient treatment of jail back into society.
- Collaborates with Tribal, State and Federal Probation officers to maintain supervision and escort the probation officers to their client's residence.
- Attends workshops, training, conferences, meetings regarding probation or other pertinent court/probation related enhancement activities.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Transport Defendants to court or any medical appointments from Detention Facility.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Applicable laws, codes and regulations.
- Community resources for social services and youth and family support.
- Computer applications related to the work.
- Record keeping and report writing principles and practices.
- Available preventive and/or remedial services to probationers.
- Techniques of investigation and situational research.
- Interviewing, teaching, behavior modification and counseling techniques.
- Policies, procedures and regulations of the tribal justice system.
- Victim's rights and sentencing laws.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.
- Must speak Towa

Skill in:

- Assessing and evaluating the risks of probation.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Developing and monitoring rehabilitation and treatment programs for probationers.
- Recognizing and evaluating patterns of juvenile and adult behavior and performing effective crisis intervention and counseling.
- Taking sound independent action in emergency or crisis situations.
- Interpreting, applying and explaining complex laws, codes and regulations.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024