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| JOB TITLE: | Probation Officer | SALARY LEVEL: | NE-13 |
| DEPARTMENT: | Tribal Courts | DATE: | 4/8/2025 |
| REPORTS TO: | Supervisory Probation Officer | | |
| SUPERVISES: | N/A | | |
| STATUS: | Non-exempt – Full Time | | |

POSITION SUMMARY:

The Probation Officer (PO) will also have dual responsibilities. The first is as a probation officer, who will provide supervision for pre and post incarceration of juveniles and adults, monitor the progress of clients under the jurisdiction of the Jemez Tribal Court. The PO will enforce court orders and appear as required in court proceedings. Secondly, the PO will work as court security and extradition/transport officer. The PO will ensure the efficient and orderly operations of the courtroom and all court proceedings. The PO will provide administrative support, facilitates the flow of the courtroom cases and official proceedings, transportation of the incarcerated inmates to court hearings, and other court appointments.

ESSENTIAL FUNCTIONS:**Probation Officer:**

- Supervises adult and juvenile offenders under the Jemez Tribal Courts jurisdiction.
- Meet with families and perform assessments for the court to maintain compliance with all court mandates and conditions of release.
- Works with department staff to provide protection for individuals; arranges for out-of-home placement or temporary placement for children and adults; attends screening and pre-placement visits.
- Conduct pre-sentence investigations, risk/need assessments, transfer investigations, chemical use screens, domestic violence/sex offender screens.
- Attend court hearings and prepare pre-dispositional reports and filing of motions for violations of court-imposed conditions of release.
- Prepare and submit post-sentence violation, progress, discharge, and other needed reports to the court regarding an offender's progress and/or compliance with release.
- Provides testimony, advice, and information about offenders to assist with court sentencing and probation violation hearings.
- Required to supervise random drug and alcohol testing, monitor/maintain drug and alcohol monitoring equipment, monitor employment history and performance, liaison with school administration, work closely with Tribal officials, Tribal Social Services representatives and other service providers.
- Supervise community service programs and hours for probationers.
- Testifies in court to present evidence or testify against persons accused of criminal activity.
- Generates reports as needed.



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- Leads civilian personnel work assignments as required. Organizing and overseeing community service work.
- Participating in any pre-prosecution or post-sentencing diversion programs as directed by the Court.
- Communicates with local, state, regional and outside agencies and assists as needed.

Court Security Officer, and Extradition/Transport Officer:

- Prepares the courtroom security for arraignments, hearings, and trials.
- Maintains order during court session and removes persons violating the orderliness of the court at the direction of the presiding judge.
- Performs a wide variety of support tasks for the court; assists jurors, witnesses, attorneys and others, according to established guidelines, policies, procedures, statutes, rules, and administrative orders.
- Maintains court security by providing protections to all participants.
- Ensures courtroom security readiness for court proceedings; directs parties to the proper area; and secures courtroom at the end of the day.
- Screens all persons entering the courtroom for weapons visually and with a hand-held scanner when available.
- Provides security and order in the courtroom and in the Court house during arraignments and trials.
- Escorts jurors to and from the jury room and secures jurors in jury room during jury trials.
- Assures proper conduct of parties and observers present in the courtroom to keep noise level at a minimum, and if necessary to escort offenders out of the courtroom.
- Transports violators to and from court, rehabilitation sites or jail facilities. Serves court papers, warrants, or subpoenas as required.
- Leads civilian personnel work assignments as required.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

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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 and Experience:

Associate degree or higher and must be at least 21 years of age; or equivalent combination of education and experience. Must have at least 2 years of experience in any of the following: Probation, Court Security, Social Services, Law Enforcement, Corrections, Military Officer, or closely related experience. Must be able to work on occasion, after hours and on weekends



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to monitor client compliance. Must be able to successfully pass a pre-employment drug/alcohol screen, and background investigation including a motor vehicle check.

Required Knowledge and Skills

Knowledge of:

- Knowledge of the principles, practices, and terminology of the justice system, probation and parole legal requirements, policies and procedures, sentencing guidelines, and applicable case law, tribal law, and codes.
- Knowledge of the Jemez Pueblo geography and road locations.
- Knowledge of courtroom practices and procedures.
- 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.

Skill in:

- Assessing and evaluating the risks of probation.
- Ability to give and receive orders, follow instructions in verbal and written format.
- Ability to comprehend, retain and recall information, and learn and apply acquired skills and techniques to the performance of assignment duties.
- Managing of clients, projects, and programs.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise case reports, correspondence and other written materials.
- 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.



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REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- New Mexico Driver's License.
- Job specific certifications will be required within months (12) 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 to 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.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation. Employment is contingent upon passing the background investigation.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Cc: Personnel file
Supervisor