

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-04**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Compliance Officer
OPENING DATE: January 31, 2019
CLOSING DATE: February 11, 2019
DEPARTMENT: Courts / Probation Office
SALARY RANGE: NE-9; \$27,373 - \$41,059

Position Summary:

Under general direction of the Probation Manager, the Compliance Officer manages the ankle bracelet program and monitors the compliance of probationers and parolees with court ordered conditions. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Transports clients to scheduled activities and appointments.
- Documents results of preliminary inquiries and treatment plans, reports, progress notes, discharge summaries, and other client-related data.
- Maintains comprehensive client files; ensure the confidentiality of information in compliance with relevant privacy protection laws.
- Performs alcohol breath tests, urine drug tests and other related tests to monitor client compliance.
- Manages/operates ankle bracelet program; monitors probationers' ankle bracelets and GPS units.
- Conducts home visits as needed to monitor client compliance.
- Reports violations of Probation or Diversion Agreements, Conditions of Release, or other sanctions of the Court.
- Prepares and files motions for probation violation or revocation hearings; attends such hearings, arraignments, and reviews in civil or criminal court.
- Meets with case managers for clients placed in various inpatient treatment facilities.
- Maintains required certifications and professional knowledge by attending relevant training and workshops and establishing network with like programs.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

Five years of work experience in criminal justice, social work, probation or directly related field required. Drug tests administration Certification preferred; must obtain within one year of hire. Associate degree in criminal justice, sociology, social work, or directly related field preferred. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Compliance Officer is considered a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference	

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Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable laws, regulations, and requirements, including the Pueblo Code and relevant Ordinances.
- Knowledge of the Pueblo's judicial process and system.
- Knowledge of and skill in use of GPS/GIS equipment and relevant electronic tracking devices sufficient to carry out essential duties.
- Knowledge of proper spelling, grammar, punctuation, and terminology specific to court/legal documents and processes.
- Knowledge of treatment plan management and services documentation.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interpret applicable federal, state, county and local laws, regulation and requirements.
- Ability to interact and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain confidentiality; to demonstrate moral character, self-responsibility and accountability.
- Ability to handle multiple tasks and meet deadlines; to work extended hours and various schedules.
- Ability and skill to integrate training, experience, and common sense to identify dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve situations.
- Ability to accept the dangers, stress, and time demands of the job.
- Skill and ability to engage clientele in meeting service plan goals and objectives.
- Skill in the development of legal correspondence, forms, and other types of legal communication.
- Skill in preparation of comprehensive reports and to present objective presentations and responses to questions.
- Skill in use of Word, Excel, Outlook, and software unique to program.
- Skill in the administration of drug tests.

Application Instructions:

- Go to www.pol-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES