

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-77

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Probation Officer
OPENING DATE: September 23, 2024
CLOSING DATE: October 1, 2024
DEPARTMENT: Pueblo Courts
SALARY RANGE: NE-11; \$34,263 – \$51,395

Position Summary:

Under general direction of the Probation Manager, the Probation Officer supervises and provides required services to individuals who have been placed on formal probation/parole. Develops and implements rehabilitation programs tailored to the needs of each probationer. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

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

Essential Duties & Responsibilities:

- Provides pre-sentence reports and provides sentencing recommendations to the Court.
- Conducts intake meeting with probationer to identify court ordered conditions and assess supervision needs; provides information regarding the Wellness Court, including application process and program requirements.
- Develops and manages supervision plans/multiple service plans; arranges appointments; refers probationers to other agencies and resources as needed.
- Provides crisis intervention by responding to client's needs during acute emotional and/or physical stress.
- Documents results of preliminary inquiries and treatment plans, reports, progress notes, discharge summaries, and other client-related data; generates reports to include prevention and educational activities.
- Performs alcohol breath tests, urine drug tests and other related tests to ensure client compliance.
- Reports violations of Court sanctions; prepares and files motions for probation violation or revocation hearings and attends such hearings, arraignments, and reviews.
- Files motions, criminal complaints, arrest reports, petitions, inquiries, pre-sentence reports, and other court documents.
- Schedules personal interviews of potential Wellness Court participants with the Wellness Court team.
- Prepares referrals for eligible probationers to the Wellness Court treatment providers for Drug and Alcohol Assessment.
- Enforces applicable sections of the Pueblo of Laguna Code by arresting and detaining individuals who violate laws or conditions of probation or parole.
- Transports clients to scheduled activities and appointments, as needed.
- Researches available community services/resources; refers probationers as appropriate.
- Meets with case managers for clients placed in various inpatient treatment facilities.
- Conducts home visits as needed to ensure client compliance.
- Provides backup for other Probation Officers.
- Maintains required certifications; maintains/enhances technical knowledge by attending relevant training and workshops and establishing network with like programs.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's degree in Criminal Justice, Sociology, Social Work, or related field preferred. Three years of work experience in the criminal justice, social work, probation, or Wellness Court fields required. A graduate of the Tribal Probation Academy preferred; must complete within one (1) year of hire and maintain certification throughout employment. Drug Test Administration Certification preferred; must obtain within one (1) year of hire. Alcohol PBT (Portable Breath Tester) Certification preferred; must obtain within six (6) months of hire. IR-8000 (Infrared Intoxilyzer) Certification preferred; must

obtain within six (6) months of hire. FEMA/ICS Certifications 100 & 200 preferred; must obtain within six (6) months of hire. 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 Probation 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 Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable laws, regulations, and requirements, including the Pueblo Code.
- Knowledge of the Pueblo’s judicial process and system.
- Knowledge of proper spelling, grammar, punctuation, and terminology specific to court/legal documents and processes.
- Knowledge of crisis intervention processes and procedures.
- Knowledge of treatment plan development, management, services documentation.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- 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 good 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 potential 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 probationary work.
- 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 court software unique to the probation program.
- Skill in the administration of drug tests.

Application Instructions:

- Go to www.lagunapueblo-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.

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- 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, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES