

**THE JUDICIAL BRANCH OF THE NAVAJO NATION  
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 212954

Date Posted: 2/12/2018

CLASS CODE: 9240

Closing Date: 2/26/2018

POSITION TITLE: Senior Probation Officer

DEPARTMENT NAME: Chinle, Kayenta or Tuba City Judicial District Court / Probation & Parole Services

WORKSITE LOCATION: Chinle, Kayenta or Tuba City, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$43,076.80</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$20.71</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Non-Exempt</u>

**DUTIES AND RESPONSIBILITIES:**

The Senior Probation Officer (SPO) serves under the supervision of the Chief Probation Officer and performs work of moderate difficulty in managing assigned staff, adult and children cases in accordance with the Standard Operating Procedures for probation and parole services, court requirements, policies, Navajo Nation Codes (N.N.C.) and other applicable laws. Essential duties, functions and responsibilities consist of the following: **Administrative Support and Supervision:** Provides administrative support to the Chief Probation Officer in the supervision of District Probation Officers. Responsible for the day operating of personnel management for approving or disapproving request for leave, compensatory time, travel and training, and for conducting annual evaluations, addressing staff discrepancies and resolving inter officer personnel issues. Determines the assignment of activities and events for the District Probation Officers and assigned Office Technicians. **Technical Assistance:** Provides technical support to the District Probation Officer in complex situations within the case. Provides guidance and directions of case-by-case circumstances and how best to assist and support both the probation officer and the client. **Case Management:** Provides technical support to the District Probation Officers in case by auditing and reviewing for accuracy and efficiency. Compiles statistical information on a monthly basis from all District Probation Officers review by the Chief Probation Officer. **Quality Assurance:** Addresses client and public concerns regarding services and performance of the District Probation Officers, and staff discrepancies that are affecting services. Ensures Probation and Parole Services staff comply with Standard Operating Procedures, Judicial Branch policies and procedures, and established Navajo Nation Laws. **Caseload Duties:** Supervise and manages individuals placed on probation/parole as a condition of release or an alternative to incarceration. Prepares conditions of probation/parole, recommendations and other documents according to directions from the court or appropriate authority. Interviews clientele to determine proper rehabilitative services. Prepares case summaries and reports. Refers clientele to community agencies that offer specialized rehabilitative services required for a particular individual's needs. Conducts home/field visits to ensure compliance with probation/parole conditions. Recommends when circumstances warrant modification of court orders, and initiates the necessary action to obtain a decision by the court on such modifications. Recommends revocations, sanctions and other actions for violations of probation and parole. Maintains accurate and up-to-date files and records on caseload in a well-organized and legible manner. Interviews individuals making requests for appointment of counsel, and provides recommendation to the court. Conducts random testing for alcohol and controlled substances. **Report Writing Duties:** Conducts presentence/predisposition investigations and recommendations viable sentencing alternatives, counseling and other services. Compiles and submits monthly quarterly report in required timelines. **Court Hearing Duties:** Carefully documents facts and testifies in court with respect to the clientele activities, behavior and quality of adjustment while under supervision. Submits court reports and other documents in required timelines. **Community Involvement Duties:** Provides community education and other information to schools and the public. **Customer Services:** Responds to inquires from the general public, counsel, jurors, court staff, law enforcement and other government agencies without giving legal advice. Shall be respectful and courteous towards the public, co-workers and others.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's degree in Sociology, Criminal Justice, Behavioral Science

**Experience:**

Six (6) years of progressive and responsible experience in law enforcement, counseling, or closely related field; An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

**Initiative and Skills:**

**Must demonstrate the following:** Basic applicable Navajo Nation, State and Federal laws, Court Rules and Administrative Orders. Policies and Procedures. Court and Peacemaking procedures. Legal terminology. Current office technologies. Available and community resources and service providers. Basic knowledge of Navajo values, culture and traditions. Basic counseling techniques and methods. Basic principles of case management, monitoring and record keeping. Knowledge and understanding of substance abuse and mental health issues. **Shall be skilled in the following:** Filing and processing records through automated and manual filing systems. Understanding, interpreting, applying and monitoring for compliance, complex conditions of probation/parole and/or related requirements. Managing and administering a caseload of assigned clientele. Using of personal computer with a variety of software applications. Effective interpersonal communication.

**License/Certification Requirements:**

Must possess a valid state issued driver's license. Within 90-days of employment must obtain and pass a criminal background check; must obtain a Navajo Nation Operator's Permit. Within 90-day of employment, shall obtain a Drug and Alcohol Testing Certification to administer tests to clientele. Shall successfully pass a physical examination test. Shall possess Cardiopulmonary Resuscitation (CPR) and First Aid/Responder Certification. Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: October 01, 2010**

**CONTACT INFO:** Office of the Human Resources  
Post Office Box 50; Window Rock, Arizona 86515

**Telephone** (928) 871-7023 **Facsimile** (928) 871-6862 **Website:** [www.navajocourts.org](http://www.navajocourts.org)



# JUDICIAL BRANCH OF THE NAVAJO NATION

## OFFICE OF THE HUMAN RESOURCES

Post Office Box 520 • Window Rock, (Navajo Nation) Arizona 86515-0520  
TELEPHONE: (928) 871-7023 • FACSIMILE: (928) 871-6862 • WEBSITE: [www.navajocourts.org](http://www.navajocourts.org)

### EMPLOYMENT APPLICATION INSTRUCTION LETTER

Thank you for your interest in employment with Judicial Branch of the Navajo Nation. The following instructions are provided to assist applicants for advertised positions.

To be considered for employment, applicants must meet ALL minimum qualifications listed on the job descriptions. Submit complete application packets to the Office of Human Resources.

**!!! INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED!!!**

Applications submitted after the posted closing date will not be considered during specified review. Applications submitted after the closing date will be kept on file for one year for future consideration.

**Before an applicant is considered for a position with Judicial Branch, the Office of Human Resources must be in receipt of the following (Please initial beside each item to indicate completion):**

1. \_\_\_\_\_ Letter of Interest indicating the position for which the employment is made. When applying for more than one position, you must submit a separate application packet for each position to which you are applying.

2. \_\_\_\_\_ Resume may be submitted in addition to the application.

3. \_\_\_\_\_ Complete Application for Employment

*Instructions:*

- **Education/Certificates** – Please list when applicable.
- **Work Experience** – Applicants must complete this portion of the application (DO NOT STATE “SEE RESUME”). List ALL work history. Do not leave gaps between jobs. Fill in a status, i.e.: Student, Stay at Home Mom, etc.
- **Employment References** – List three professional references as requested. Include managers from the last two employing organizations who evaluated or supervised your performance. Include complete addresses, telephone and facsimile numbers for the references listed.
- **Verification** – Sign and date your application

4. \_\_\_\_\_ High School Diploma or G.E.D Certificate (Copy Only)

5. \_\_\_\_\_ College/University Transcripts (Copy Only) (if applicable)

6. \_\_\_\_\_ Degrees/Certificates (Copy Only) (if applicable)

7. \_\_\_\_\_ Valid State Issued Driver’s License (Copy Only)

8. \_\_\_\_\_ Social Security Card (Copy Only)

9. \_\_\_\_\_ Certificate of Indian Blood (CIB) (Copy Only)