



CHOCTAW TRIBAL COURT SYSTEM
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION
CIVIL DIVISION
PEACEMAKER DIVISION
YOUTH DIVISION

P. O. BOX 6012 / CHOCTAW, MS 39350
PHONE: (601) 650-1658 / FAX: (601) 650-1674

COURT SERVICES
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350
PHONE: (601) 663-7822 / FAX: (601) 663-7821

JOB ANNOUNCEMENT #338341

POSITION TITLE: Adult Probation Officer
SALARY: Grade 10
OPENING DATE: **MARCH 15, 2022** MAR 15 2022
CLOSING DATE: **MARCH 29, 2022 OR UNTIL FILLED**
SUPERVISOR: Director of Court Services
LOCATION: Choctaw Tribal Court
Smith John Justice Complex
TYPE OF EMPLOYMENT: Regular Full-Time/ Non-Exempt

SCOPE OF SERVICES:

One of the major goals of the Probation Officer is to protect the public from crime while working to assist the offender to change their behavior in ways that will make further offending less likely. A balance of a firm and disciplined approach with a compassionate understanding of people and their problems is most effective. This position safely monitors probationers using all techniques and technology available, first assessing the risks and offender may pose to the community, recommending to the Court ways that this risk may be contained, and then supervising the application of the Court's orders for the offender. Reports are made to the Court describing the level of compliance with the Court's ordered terms of probation. Probation is an alternative to detention available to the offender, but only if they follow all terms ordered by the Court. Any violations may be deemed as just cause to revoke probation and reinstitute any suspended sentence. Besides monitoring for the Court, this position also includes assisting clients in obtaining services from other providers to rehabilitate and become a responsible citizen within the community. Reporting to the Court in writing and verbally from a witness stand in a court hearing are frequent expectations.

Probation Officers are committed to; treating all people fairly and with respect, an uncompromising stand against the harm caused by crime, a strong belief in the capacity of people to change, the importance of taking personal responsibility for behavior, and the necessity of learning from experience.

DUTIES AND RESPONSIBILITIES:

Supervise a caseload of offenders, monitoring the level of compliance through office and field visits.

1. Their sole responsibility to the courts is to dedicate professionalism with goals to help offenders better themselves and make an easier transition into a productive lifestyle.
2. Document, and report all contacts with clientele, such as their probation status, attendance, and performance into the client's case file/probation supervision software.
3. Assess the probationer's risk level of re-offending, develop a blend of risk management strategies for behavioral monitoring, restrictions, and interventions.
4. Maintain personal contact with offenders, investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
5. Assist and enforce the probationer in obtaining support from other service providers to address substance abuse, mental health, domestic violence, and similar problems while working with appropriate specialist to implement necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
6. Maintain, compile statistical data to support the operation as well as the process and outcome evaluations to improve the court's operation and management.
7. Appear before the Court and submit both oral and written reports.
8. Prepare written reports of violation matters or make recommendations and file the required Motions to the Court for Revocation proceedings.
9. File Official Court documents and paperwork according to established procedures.
10. Train as directed to maintain and improve job skills and performance.
11. Perform other duties as assigned by the Director of Court Services.

QUALIFICATION:

1. A successful completion of high school or GED, but some college education is preferred in Criminal Justice or related area, or two (2) years' experience of full-time law enforcement, military or other that provides the applicant with sufficient knowledge to accomplish the duties and responsibilities discussed above;
2. Must be comfortable in directing adults in a correctional setting.
3. Ability to inspire and motivate others in support of the organization's vision and mission.
4. Knowledge of public safety standards, court procedures, casework, group work, community organization methods, and community outreach experience.
5. Detail-oriented, organized, excellent written and verbal communication skills to communicate the project scope, program goals in a clear and concise manner.

6. Strong technical experience, ability to design presentations using Microsoft Word, Excel, PowerPoint, database, e-mail, and Internet software.
7. Must be able to provide, maintain a negative drug screen prior to beginning and throughout the durations of employment.
8. Must have a high level of self-motivation, excellent time management skills, documentation skills and be absolutely reliable.
9. Must be of good moral character, integrity, maintain a code of behavior, cooperative working rapport with clients, to achieve treatment goals.
10. Provide public information or maintain confidentiality of client information and/or department information and records according to the requirements of the courts.
11. Ability to effectively communicate verbally, in writing with co-workers, other departments, tribal, county, state and federal elected officials, educators, community leaders, mentors, attorneys, probation departments, law enforcement agencies, treatment providers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
12. Comply with all employer, department policies, work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
13. The ability to speak and understand the Choctaw language fluently is preferred.
14. Preferential treatment will be extended to qualified Indian Applicant.
15. Must have dependable transportation, state driver's license, safe driving record, vehicle insurance as required by state law, and able to get clearance to operate Tribal Vehicles.
16. Must complete a criminal background check on county, state, national levels, pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990, have never been convicted of a felony or a misdemeanor within the last twelve (12) months.

NOTE: The Administrative Personnel Policies Procedure of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when a Waiver of Native American Preference has been secured from the Committee of Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P O Box 6033
Choctaw MS 39350