



**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 9  
**OPENING DATE:** JANUARY 07, 2026 JAN 07 2026  
**CLOSING DATE:** JANUARY 21, 2026 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 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 responsible citizens 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. Maintaining the security of the Court Services Program in compliance with policies and procedures.
3. Maintain the security of confidential files, records, reports, correspondence, verbal communications, and related information pertaining to employees and clientele.
4. Maintain or carry out organizational policies, procedures, and directives.
5. Document, and report all contacts with clientele, such as their probation status, attendance, and performance into the client's case file/probation supervision software.
6. Assess the probationer's risk level of re-offending, develop a blend of risk management strategies for behavioral monitoring, rehabilitation, restrictions, crisis interventions.
7. Maintain personal contact with offenders, investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
8. Ensure the fulfillment and success of the Court Services Program provided to offenders.
9. 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.
10. Maintain, compile statistical data to support the operation as well as the process and outcome evaluations to improve the court's operation and management.
11. Facilitate, prepare, and process case tracking documentation for court and case management related services, including probation status, transfers, revocations, social background investigations, and other recommendations to Criminal Court Prosecutors, and in some cases, federal court officials.
12. Professional skill in oral communications in both one-on-one and group situations, when appearing before the Court submitting both oral and written reports.
13. Prepare written reports of violation matters or make recommendations and file the required Motions to the Court for Revocation proceedings.
14. File Official Court documents and paperwork according to established procedures.
15. Ability to counsel, mentor or mediate clientele engaging in criminal misconduct or other extenuating situations.
16. Maintain professionalism while monitoring or supervising Urinalysis Screenings.
17. Ability to properly use, manage and supervise equipment used for Intervention services and Electronic Monitoring software for tracking or monitoring probationers.
18. A willingness to travel, train as directed, to maintain, improve job skills and performance.
19. Perform other duties, and be flexible to assist with Juvenile Probation as assigned by the Director of Court Services.

## QUALIFICATION:

1. A successful completion of high school or GED, some college education is suggested in Criminal Justice, Social Work or related area, or a minimum of two (2) years' experience of full-time law enforcement, military or work experience that provides the applicant with sufficient knowledge in the Criminal Justice System to accomplish the duties and responsibilities discussed above;
2. Must be comfortable in directing adult probationers and or juvenile probationers in a correctional setting.
3. Applicant must be a male gender to supervise and conduct Urinalysis Screenings of the same gender (bona fide occupational qualification) (BFOQ);
4. Ability to properly supervise multiple cases at one time, maintain the details through analytical and decision-making skills.
5. Ability to inspire and motivate others in support of the organization's vision and mission.
6. Knowledge of public safety standards, court procedures, casework, group work, community organization methods, and community outreach experience.
7. Detail-oriented, organized, excellent written and verbal communication skills to communicate the project scope and program goals in a clear and concise manner.
8. Strong technical experience, ability to design presentations using Microsoft Word, Excel, PowerPoint, database, e-mail, and Internet software.
9. Must be able to provide and maintain a negative drug screen prior to beginning and throughout the duration of employment.
10. Must have a high level of self-motivation, excellent time management skills, documentation skills and be absolutely reliable.
11. Must be of good moral character, integrity, maintain a code of behavior, cooperative working rapport with clients, to achieve treatment goals.
12. Provide public information or maintain confidentiality of client information and/or department information and records according to the requirements of the courts.
13. 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.
14. Comply with all employers, department policies, work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
15. The ability to speak and understand the Choctaw language fluently is preferred.
16. Preferential treatment will be extended to qualified Indian Applicant.
17. 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.

18. Must not have a conviction of sexual violence, offense committed against children, or felony conviction of any kind.
19. An offer of employment is contingent upon a successful completion of a criminal background check, including reference checks, criminal history, driver's license checks and driving history 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 misdemeanor, crimes of violence, crimes against person, or plea of nolo contendere or guilty to within the last thirty-six (36) 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