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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913



### JOB DESCRIPTION

**POSITION:** Probation Officer (for adult and juvenile offenders)

**DEPARTMENT:** Lac Vieux Desert Probation Department

**LOCATION:** Lac Vieux Desert Tribal Court, Watersmeet, MI

**SUPERVISOR:** Lac Vieux Desert Tribal Prosecutor

**EMPLOYMENT:** Full time

**SALARY/PAY RATE:** \$18.50 - \$22.00/Hour

### DESCRIPTION:

As a probation officer, you will be responsible for providing probationary supervision to criminal defendants on probation as determined by the Tribal Court. You will meet with probationers pursuant to their court ordered reporting schedule to ensure that they are complying with court orders. You will assist in their rehabilitation by meeting with them to conduct social histories and assessments. Based on your findings and observations, you will write reports that include recommendations for the Tribal Court about how it should proceed with each defendant. You will be required to interact with the Tribal Court and will need to provide testimony in court proceedings.

### RESPONSIBILITIES:

- Performs all assigned duties relating to cases scheduled for appearance in court.
- Assists as needed in courtroom procedure during court sessions. This will include giving testimony.
- Develop a supportive relationship with probationers.
- Provide case management of persons that have been placed on probation, conditional release, etc.

- Maintain and update case files on all probationers in accordance with the LVD Criminal Code, LVD Court Rules, and file management standards.
- Prepare and deliver reports to the Court with recommendations for the treatment of offenders.
- Contact and work with public and private community agencies to secure their aid in attempting to assist with probationer's needs, maintaining a continuing and ongoing relationship with those agencies.
- Meet with agencies on a regular basis to ensure probationers' compliance.
- Verify that all the probationers' obligations to the court are met (community service, fines, court appearances, etc.)
- Ensure that probationers are held accountable for violations by filing probation violations or imposing sanctions within the probation officer's discretion.
- Update the judicial system on the progress of probationers' compliance with terms and conditions of probation.
- Work ethically and with honesty and integrity, upholding the values and integrity of the Tribal Court and criminal justice system.
- Other duties within the court as assigned.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Project Management- Develops project plans; Communicates changes and progress.

Interpersonal Skills- Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Oral Communication- Speaks clearly and persuasively in positive or negative situations; Listens and requests clarification; Responds well to questions; Participates in meetings.

Written Communication- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Present numerical data effectively; Read and interpret written information.

Ethics- Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with honesty and integrity; Upholds Tribal Court values and integrity.

Organizational Support- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the organization's goals and values.

Quantity- Meets productivity standards; Completes work in a timely manner.

Safety and Security- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.

Initiative- Takes independent actions and calculated, educated risks; Looks for and takes advantage of opportunities.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee shall not have any prior felony convictions in a tribal, state, or federal jurisdiction; no ongoing criminal actions in any jurisdiction; no misdemeanor convictions within the previous five years in any jurisdiction; and may not use any illegal controlled substances, nor have used any illegal controlled substances in the past five years. A full background check and drug testing will be required.

- A certificate or associates degree from college or technical school; or six months related experience and /or training; or equivalent combination of education and experience, preferably in criminal justice or law related studies.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, police reports, and court documents.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups, and while appearing in court, and in meeting with probationers, the Court, law enforcement, and other officials, persons, and entities involved in probation.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to understand and apply court orders and legal interpretations.
- Working knowledge of Microsoft Office, particularly Outlook, Word, and Excel. The individual must also be proficient in other office-related computer skills, including, but not limited to, use of the internet as a resource base and educational tool.
- Possess a valid driver's license.
- Experience working with others, and the ability to relate well to others both verbally and intellectually. Leadership qualities are considered an advantage.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee will be required to engage in training in defense and arrest tactics (DAT) as are required for law enforcement personnel, or a reasonable equivalent thereof. This training is

essential to the job for self-protection and/or protection of others in the event a probationer becomes physically assaultive.

- 1. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: July 12, 2022**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_