



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 094-24

OPENING DATE: 07/23/2024

CLOSING DATE: Open Until Filled

POSITION: Community Service Coordinator
PAY GRADE: NE5 (\$20.65/hr.-\$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Tribal Courts
REPORTS TO: Chief Probation/Children's Intervention Officer
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

JOB PURPOSE: Under the direction of the Chief Probation/Children's Intervention Officer, responsible for supervising and monitoring community service workers who are ordered to perform community service work, and a variety of other duties related to assigned areas of responsibilities and to meet the goals of the Probation Department to reduce recidivism of criminal defendants and juvenile delinquents.

This position description may not include all of the listed duties, nor do all the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Assist with the development of the Community Service Program.
- Assist with the development of Standard Operating Procedures for participating community service workers and worksite agencies.
- Develop and amend forms related to positions.
- Coordinate with agencies to schedule community service opportunities and events for participants to complete service hours.
- Assess and evaluate the needs of community service workers for appropriate placement.
- Review charges to assess risk of the community for appropriate placement.
- Responsible for sending out notice to those community service workers who are placed on community service.

- Coordinates transportation of community service workers if needed.
- Ensure waivers and agreements are signed and appropriately maintained.
- Obtain records of attendance for each offender prior to them commencing work, and ensuring documents are compiled accurately and in a timely manner.
- Maintain documentation, including:
 - Community service records and monthly program statistics for Community Service and the Probation Department;
 - Update community service hours to reflect current balance of total hours owed;
 - Ensure community service log is filed with the Probation Department; and
 - Document probationer appointments and other information as needed.
- Oversee community service workers ordered by the court to perform community service work.
 - Ensure the community service workers take appropriate lunches and breaks.
 - Ensure community service workers have tools, skills and abilities necessary for the work to be performed.
 - Give fair and reasonable directions, and treat offenders in a professional manner.
- Assist the Probation/Children's Intervention Officers with drug/alcohol testing, and other monitoring devices.
- May assist probation officers with scheduled and unannounced site visits (home, work, school or other location) to monitor compliance, as required. Performs customer service assistance such as locating and/or directing people to the appropriate courtroom or office.
- Performs a wide variety of support tasks for the court; assists jurors, witnesses, attorneys, and others, according to established guidelines, policies, procedures, rules, and administrative orders.
- Locates person(s) to be served; hand delivers summons, subpoenas, court documents, correspondence and orders to witnesses and other relevant parties as directed by the Isleta Tribal Court.
- Screens all persons entering the courtroom for weapons visually and with a hand-held scanner, and with the magnetometer. Places the items in a secure locker.
- Assists individuals with operating the digital court lockers located in the court lobby.
- Assures legal documents are served in sufficient time to allow due process to all parties.
- Obtains signature of person served, and records time and place of service.
- Assists with incoming telephone calls, determines purpose of call and forwards calls to appropriate personnel or department.
- Assists court clerks with filing or research as directed.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Provide supervision of offenders while they are performing community service work.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be 21 years of age.

- Two years' experience in law enforcement, security position, or similar probation department.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of laws, regulations, methods, and techniques in area of specialty.
- Knowledge of court office practices and procedures.
- Knowledge of records management and customer service practices and techniques.
- Organizing and coordinating skills.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to gather data, compile information, and prepare reports.
- Ability to organize, prioritize, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare paperwork.
- Ability to analyze, develop, establish, and maintain efficient office work flow and processes.
- Ability to develop and maintain a record management system; to procure and maintain supplies and purchases.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to perform all duties with minimal supervision.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

PHYSICAL DEMANDS:

- Standing or walking for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50 lbs.
- Strength is required to effectively subdue and/or remove persons in difficult or emergency situations.

WORK ENVIRONMENT:

- Work is performed both in a typical interior/office or courtroom environment, as well as outdoors for long periods of time.
- May be exposed to emotional clients.
- Occasional travel within the community or surrounding metropolitan areas may occur.

- Noise level is usually minimal.
- Required to work irregular hours to include weekends to oversee Community Service Workers.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.