



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 134-24**

**OPENING DATE: 12/19/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Chief Probation/  
Children's Intervention Officer  
**PAY GRADE:** NE9 (\$30.25/hr.-\$40.84/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Tribal Court  
**REPORTS TO:** Chief Judge  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Under the oversight of the Chief Judge, administers, implements best practices and supervises the probation services unit and staff. Maintain a caseload, plans and provides probation services to juvenile and adult clients ordered to probation through the Pueblo of Isleta Tribal Courts.

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

**JOB DUTIES:**

- Under the oversight of the Chief Judge, administers, implements best practices and supervises the probation services unit and staff.
- Performs intake of all clients ordered to probation and pre-trial supervision and schedules appointments based on court orders or as deemed necessary.
- Makes recommendations to the Court regarding disposition, sentencing, and court sanctions.
- Implements and adheres to the guidelines set forth in the Pueblo of Isleta's Children's Code (32-01 Establishment and Jurisdiction). Specifically, as stated in 32-01-10 "Position of Children's Intervention Officer".

- Supervises and monitors clients on probation or pre-trial supervision and monitors compliance with conditions of release, including weekly compliance with terms thereof, including monitoring placement of clients in various rehabilitation and/or treatment programs.
- Files contempt of court actions regarding violations of probation, diversion agreements, Conditions of Release, or other court orders.
- Administers random drug and alcohol testing, tracks drug and alcohol results; and maintains alcohol and drug screening protocols, equipment and supplies.
- Monitors clients' compliance utilizing electronic monitoring technology.
- Refers clients to service providers, agencies, and resources, as needed; and communicates with agencies and service providers to monitor clients' compliance with court-ordered counseling or treatment.
- Coordinates alternative sentencing options in the following areas; employment, education, community service, and other areas as necessary.
- Maintains confidentiality and performs duties in a non-judgmental manner, while treating clients respectfully.
- Attends and participates in court proceedings as required to provide input as needed, attends meetings with court staff and other treatment providers; and participates in scheduled progress meetings at court designated locations.
- Monitors clients compliance with court orders, including: counseling/treatment; community service; payment of restitution, fines, fees and costs associated with electronic devices; and reports, documents and notifies the Court regarding clients' compliance, non-compliance or violations and recommends appropriate action.
- Maintains current case files; documents all interaction with clients and treatment providers in case management systems; and prepares precise written reports detailing clients' compliance and future recommendations.
- Compiles and reports statistical data; and provides treatment information and options to judges, as needed.
- Communicates with service providers and the Court regarding clients' compliance with court orders.
- May perform scheduled and unannounced site visits (home, work, school or other location) to monitor compliance, as required.
- Works with law enforcement to develop and maintain the Pueblo of Isleta's Sex Offender Registration Program.
- Attends conferences, training, community outreach and education programs related to juvenile and adult probation programs.
- Performs other duties as assigned and as needed.

**SUPERVISION RESPONSIBILITIES:**

- Under the oversight of the Chief Judge, administers, implements best practices and supervises the probation services unit and staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree preferred. Associate's Degree from an accredited college/university in Criminal Justice, Sociology, Psychology or a behavioral science.
- Minimum of 5 years of work experience with juvenile or adult offenders, or equivalent combination of education and experience.
- Minimum of 2 years supervisory experience.
- Must successfully complete a probation academy.
- Fluency in the Tiwa language preferred.
- 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 tribal government and pueblo customs and traditions.
- Knowledge of the Pueblo's judicial system.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with the public.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations response to questions.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with adult and juvenile probationers.
- Ability to complete an approved tribal probation academy.
- Ability to understand, identify and comply with supervisory chain of command.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office, home or courtroom environment.

- Exposure to behavioral problems and other risk situations that may require crisis management and other techniques to protect self and client.
- Evening, weekend, and/or holiday work will be required and must be on call for emergencies as required.
- Noise level is usually moderate.

**PREFERENCE:**

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