



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368

JOB TITLE: Probation Officer/Bailiff
ORGANIZATION: Quileute Tribal Court
SUPERVISOR: Chief Court Clerk/Court Administrator
SALARY RANGE: \$20.00-\$23.00/HR
CLOSING DATE: Until Filled

POSITION SUMMARY:

The Probation/Bailiff is responsible for monitoring compliance of adult and juvenile offenders with Judgement and Sentencing Orders, Orders for Deferred Prosecution, Deferred Sentences and Conditions of Release after arraignment or bail hearing. Bailiff duties include the transporting of incarcerated individuals to and from jail for court hearings, medical appointments, and other required movements, assisting in the courtroom as security and assisting the court clerk with other court functions. The bailiff also assists the Court Administrator in implementation and monitoring of court safety procedures.

PROBATION DUTIES AND RESPONSIBILITIES:

- Monitor adult and juvenile offenders to ensure compliance with Judgement and Sentencing Orders, Orders for Deferred Prosecution, Deferred Sentences and conditions of release after initial court hearings.
- Meet regularly with probation clients and outside agencies to verify compliance with drug and alcohol programs, domestic violence programs, mental health counseling, community service or any other condition of probation.
- Make home visits as necessary.
- Conduct drug screening/urinalysis of Defendants as directed by the Court.
- File reports with the Court on the progress of each client as directed by the Judge.
- File legal documents and supporting correspondence when appropriate to seek modification, termination, or revocation of a client's probation.
- Provide judicial officials with notice of a violation of a deferred prosecution agreement.
- Conduct pre-sentence reports to give the Court a client's personal and criminal history, treatment alternatives already attempted and proposed sentencing alternatives.
- Make sentencing recommendations for Defendants upon the request of Court or Prosecution.
- Assess the needs of Probationers and make appropriate service referrals, including, physical health and well-being; mental health; housing; transportation; education; vocational training; job skills training; and placement alternatives.
- Work closely with all supporting programs and departments to develop and implement effective programs to achieve rehabilitation excellence.
- Represent the Probation Department in Tribal Court which includes but is not limited to filing reports and giving testimony under oath.

- Monitor Defendants who are released from custody pending trial to ensure that Defendant complies with any requirements upon which his/her release from custody was conditioned.
- Maintain complete offender records in keeping with department, tribal and legal standards.
- Other duties as assigned

BAILIFF DUTIES AND RESPONSIBILITIES:

- Transport incarcerated individuals to and from jail for hearings, appointments or as otherwise directed or required.
- Monitor and secure courthouse and court facilities as necessary to conduct the court's business on a daily basis.
- Follow and carry out the court's judge's or administrator's orders regarding attendee's and parties' hearings or other actions related to the court and in the court complex and courtroom.
- Be present at court, in the courtroom, prior to and during court proceedings to assist during hearings and as a security presence.
- Monitor individuals and attendees regarding safety and behavior and alert judges and staff of any concerns.
- Assist the judge and clerk as needed in carrying out the court's business to promote and ensure smooth hearings.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Must have high school diploma or G.E.D.
- Must be at least 21 years of age.
- Two (2) years' work experience in probation, parole, law enforcement, rehabilitation, legal or related field (criminal justice, legal, social services, psychology, counseling services).
- Related Associates degree (criminal justice, legal, social services, psychology, counseling services) preferred or other related college level studies.
- Three (3) years' combined work experience writing court reports, policy and procedure drafting and correspondence, case management oversight/compliance, facilitate rehabilitation services, risk assessment practices, database indexing and reporting.
- Must have excellent written and verbal communication skills.
- Must possess ability to understand, learn about, and appreciate the differences working within Indian culture.
- Must have knowledge and understanding of criminal behavior, Tribal court processes and practices, rehabilitation facilitation, and juvenile delinquency.
- Must be well versed and familiar with effective de-escalation techniques and investigative duties.
- Must have the knowledge and ability to use word processing, database and spreadsheet software as well as electronic and hard copy files.
- Must not have any restrictions on ability to carry or use a firearm; such as being named a respondent on a protection, restraining or anti-harassment orders.
- Tribal Probation Officer/Community Corrections Academy and or Tribal Police Officer

Academy required with one year of employment.

- Must have and retain a valid Washington State driver's license.
- Must pass a criminal background check, which includes but not limited to:
 - No criminal convictions at all within the last five (5) years.
 - No criminal convictions within the last 10 years that were drug/alcohol related, involve violence of any kind, domestic violence, or crimes of moral turpitude.
 - No pending or current cases going through diversion or stipulated orders of continuance.
 - All other criminal convictions will be considered on a case by case basis as this is a position of authority and trust.

SPECIAL REQUIREMENTS:

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

GENEROUS BENEFITS PACKAGE:

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, IF Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.