

POSITION ANNOUNCEMENT

POSITION: Adult Probation Officer
OPENING DATE: December 8, 2015
CLOSING DATE: December 21, 2015
LOCATION: Omaha Tribal Court
Omaha Tribe of Nebraska

SUMMARY: Investigates thoroughly offender personal history, background and environment; reports findings to the court and is prepared to make appropriate recommendations on dispositions; periodically interviews probations to determine the effectiveness of probation supervision and area in which casework counseling are needed; refers probationer to social recourses in the community for assistance in rehabilitations; enforces court orders; recommends revoking of probation.

ESSENTIAL DUTIES and/or RESPONSIBILITIES: Include the following. Other duties may be assigned.

Create and maintain probation files.

Track and notify specific conditions or steps to be accomplished by probation clients.

Routinely track jail intake for probation clients/potential violations.

File motions for revocation, modification or early release as appropriate.

Maintain on-going probation list for Law Enforcement/Detention/Court staff usage.

Maintain accurate and up to date records.

Prepares and submits monthly statistical and performance reports on the status of individual cases.

Following court policy has responsibility for monitoring payment order of the court, i.e. restitutions, fines, support orders, etc.

Contact public and private community agencies to secure their services in attempting to solve probationer's problems. Continuing and ongoing relationship with agencies are expected.

Following a thorough and complete evaluation refers probationers to community agencies that offer specialized services that are required for a particular individuals needs.

Establish an on-going relationship with probationers in order to carry out the order of the court.

QUALIFICATION REQUIREMENTS:

Must comply with the Omaha Tribe's Drug Free Policy.

Must posses Nebraska Drivers License, insurable

Knowledge of computers

EDUCATION and/or EXPERIENCE: High School Diploma or General Education Degree (GED) and one (1) to three (3) months related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS and ABILITIES: Incumbent must be of good moral character, have no State or Federal convictions for felonies and no trial convictions involving moral turpitude.

**** ANY INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**** INDIAN PREFERENCE WILL BE PRACTICED, HOWEVER, ALL QUALIFIED APPLICANTS WILL BE CONSIDERED.**

IF YOU ARE INTERESTED, PLEASE SEND RESUME/APPLICATION TO:

**OMAHA TRIBE OF NEBRASKA
ATTN: PERSONNEL DEPARTMENT
P O BOX 368
MACY, NE 68039
(402) 837-5391 / TELEPHONE
(402) 837-4394 / FACSIMILE**

