



# PYRAMID LAKE PAIUTE TRIBE

PO BOX 256  
NIXON, NEVADA 89424

## JOB ANNOUNCEMENT

### PROBATION OFFICER

Judicial Department, Nixon, NV

\$20.55 - \$28.18/hr. Regular, Full-Time, Non-Exempt

Class Code: 306, Grade 18, Step 1-3; DOE

**Date Posted: 01/22/2025.**

**OPEN UNTIL CLOSED**

**DEFINITION:** Perform specific supervision and court services with parole and probation caseload, such as managing case work, conducting investigations, writing pre-sentence recommendations, supervising parolees, and probationers, coordinating drug testing, and field work. Make referrals to available community resources. Prepare reports, records, and other supporting documentation. Maintain security and order during court sessions.

### DUTIES & RESPONSIBILITIES:

- Develop a reporting schedule and monitor client progress. Ensure compliance with all conditions of parole and probation, document progress or discharge reports, monthly caseload, and statistical reports.
- Develop case files for each offender regarding criminal history, parole and probation agreements, monthly status reports, correspondence, and treatment evaluations.
- Conduct investigations and make recommendations regarding pre-sentencing, parole and probation violations and any special conditions surrounding drug and alcohol treatment. Administer random or periodic drug and alcohol screening tests as necessary.
- Promptly enforce or prevent failure of compliance and provide counseling. Guidance, education, or other assistance to aid the parolee/probationer in fulfilling court orders. Prepare clear, objective reports for the Court. Present testimony, probation recommendations, and assist offenders in preparing for court. Refer all violations of parolees to the Tribal Prosecutor for violation proceedings.
- Supervise and counsel offenders regarding parole and probation rules, stipulations, and agreements. Provide guidance and make appropriate referrals regarding proper behavior, program opportunities, personal or family problems, emergency situations, or medical and psychological needs.
- Attend each Tribal Court session to maintain the peace and ensure that people are following courtroom rules while the Court is in session.
- Observe all the people entering the courtroom, their movement, and their activities. Successfully interact with, and when necessary, control persons experiencing emotional, psychological, or other disorders.
- Assure those criminal defendants, who are in custody, are prevented from having physical contact with family, friends, or spectators to prevent the passing of weapons or contraband.
- Serve legal documents under the jurisdiction or approval of the Pyramid Lake Tribal Court to community residents, such as Summons, Subpoenas, etc.
- Supervise Community Service program. Coordinate work projects for community service workers. Receive work orders and plan work schedules for individuals or work crew to perform community service. Monitor community service workers in the performance of said work orders and schedules.
- Maintain attendance records and submit weekly reports to the appropriate people. Reports shall include the behavior of the worker, timeliness of showing up for work and ability of worker to get along with others.
- Participate in meetings, in-service training, staff development, and other professional growth activities as required.
- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS:**

- Knowledge of: principles and techniques of interviewing; basic counseling methods and practices; must be familiar with "best practices"; casework principles and techniques; basic investigative techniques, report writing and record keeping; laws, regulations and procedures; community resources; departmental policies, computer software; proper procedures and techniques in serving summons, subpoenas and related legal documents; local geography, street addresses and specific locations; maintaining order during legal proceedings; court operations and decorum; Native American customs and traditions; working with Indian communities.
- Ability to: work in a diverse cultural environment, and be respectful of community Tribal customs; establish priorities and perform assignments with minimal supervision and work flexible hours; plan and organize work to meet schedules and timelines; communicate in a tactful and courteous manner with defendants, co-workers, and the public-either in person or on the telephone; obtain confidential and sensitive information; perform basic research and analysis and prepare written synopsis of findings; exercise good judgment; prepare and maintain accurate records, case files, and statistical reports; think and act quickly and effectively in emergency situations; understand and carry out oral and written instruction; testify in court proceedings; remain alert at all times and react quickly, calmly and rationally in times of extreme stress; resolve situations characterized by conflict or danger; operate a personal computer in the use of word processing and spreadsheets; maintain strict confidentiality.
- Must be able to tolerate exposure to evidence and testimony that may be disturbing, defendant and witnesses who may potentially be verbally or physically abusive, allergens, perfumes, dust, and unpleasant odors.
- Must be dependable and at least 21 years of age.
- Possession of a valid Nevada State Driver's license and be insurable under the Tribe's vehicle insurance policy.
- Must favorably pass a high-risk public trust background check with a favorably determination.

### **REQUIRED EXPERIENCE & TRAINING:**

Must have two (2) year college degree, majoring in Criminal Justice, Criminology, Police Science, Psychology or related studies, or five years of work experience in a related field. Experience conducting casework services and investigations, developing detailed reports, making program eligibility determinations, providing supervision services, conducting enforcement activities, and preparing and presenting legal documents and/or reports in a court of law. Must either possess a Nevada POST I or II certification, BIA Law Enforcement Certification, or equivalent from another state and pass any required or necessary exams.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

**The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.**

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*