Burns Paiute Tribe
Probation Officer

Job Title:	Probation Officer
Department:	Court
Reports to:	Prosecutor
FLSA Status:	Non-Exempt Full Time or Part Time
Opens:	November 4, 2026
Closes:	Open till filled
Salary:	GS 5/7

POSITION SUMMARY

The primary purpose of this position is to develop a positive and supportive relationship with adult defendants or juvenile offenders and their families in the order to assist them in meeting the conditions of probation and rehabilitation. This position will be responsible for meeting with adult defendants or juvenile offenders pursuant to their court ordered reporting schedule to ensure they are following court orders. Incumbent will be required to work an abnormal work schedule and maintain a high level of confidentiality to carry out the responsibilities of the job.

This position may involve travel.

This position is grant funded, continuation of this position is dependent upon ability to secure additional funding

DUTIES and RESPONSIBILITIES

- Interview adult defendants or juvenile offenders and their families to determine disposition of referrals and make recommendations to the court, families, and other agencies involved based on findings and observations.

- Records Management includes; case management, risk screening, assessments, case planning, interventions and researching client history.

- Counsel adult defendants or juvenile offenders and their families in a positive manner to provide guidance for compliance with probation conditions. Attempt to modify conduct by encouraging positive behavior.

- Provide awareness of programs available and aid from other agencies to assist families with any barriers that may impede on the success of the juvenile offenders and/or family unit. Provide information regarding tribal and cultural events.

- Counsel and supervise adult defendants and juvenile offenders through personal contact, and if applicable, their families and involved agencies to ascertain compliance with probation.

- Investigate and prepare legal documents such as petitions and motions and present to the Court. Answer any questions the Court may have regarding the case. Recommend sentencing/disposition to the Court and carry out court orders.

- Maintain case histories by writing narratives and completing required records, reports and statistical data as required by departmental policy, State law, and Tribal law.

- Communicate effectively with law enforcement agencies and families requesting decisions regarding lodging of adult defendants or juveniles in detention facilities, shelter care placement or counseling. This may require the incumbent to work an abnormal work schedule.

- Maintain positive and effective communication with supervisors, parents/guardians, tribal partners, community partners, schools, public health agencies, law enforcement agencies and others relative to individual cases in outlining treatment and care plans.

- Coordinate services with appropriate agencies to meet the individual needs of the adult defendant or juvenile offender. Participate in case staffing that may involve tribal partners, participants, and community partners. Collaborate in case staffing by sharing and receiving ideas and knowledge, which enhance planning efforts that assist in promoting positive outcomes. Participate in inter-agency case management developing jointly managed case plans, where appropriate.

- Document pertinent information relating to the participant's situation, with particular focus on evaluation of the economic, education, family and activities relating to the client and their situation.

- Participate in department meetings and staff trainings as required. Network with tribal, state and county programs regarding services.

- Like all employees of the Burns Paiute Tribe, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position but are integral to the Burns Paiute Tribe's broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of Tribe. Some of these tasks may be scheduled outside of regular work hours, if necessary.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of courtroom and Order of the Court procedures.

- Skill in handling adults and youth with impartial treatment.

- Positive and professional communication skills. This person should be able to work with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

- Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the Tribe.

- Ability to maintain a high level of strict confidentiality of records and information pertinent to the nature of the work.

- Knowledge of Tribal Codes in association with the Burns Paiute Tribal Court.

- Knowledge of both State and Tribal Court policies and procedures.
- Ability and skill to perform work and accomplish tasks in accordance with established policies, procedures and practices of the Social Services Department and the Burns Paiute Tribe.
- Ability to use and operate Microsoft Word, Excel, and database systems.
- Ability to operate vehicles safely under all types of weather conditions and traffic situations.
- Knowledge of community services, social services, child agencies and their respective roles.
- Must be dependable, responsible, and maintain a high level of **strict confidentiality**.
- Must be willing to work an abnormal work schedule.

REQUIRED QUALIFICATIONS AND EDUCATION

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.)*
- **PREFER** to possess associates degree in related field OR an equivalent combination of education and training equal to four years may be substituted for degree. (*Must submit copy of diploma or transcripts with application.)*
- **PREFER** to have a minimum of two years demonstrated work experience in probation or counseling.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment.
- **REQUIRED** to have experience and knowledge of Tribal Communities and working with diverse backgrounds.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Burns Paiute Tribe's vehicle insurance policy. (*Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Burns Paiute Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with applicable tribal policies and procedures.

Preferred Qualifications:

- Experience working with Native American juveniles and families, preferred.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

Must submit to and pass a drug test.
Must submit to a child welfare and criminal background check
Must possess a valid driver's license
Must provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

HOW TO APPLY:

Return completed **Burns Paiute Tribe Application, cover letter, resume, and education transcripts** to:

Burns Paiute Tribe
HR@burnspaiute-nsn.gov

Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5 pm, or request one via email: hr@burnspaiute-nsn.gov