



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## PROBATION OFFICER

### *Position Description*

<b>Opens: May 06, 2026</b> <b>Closes: May 19, 2026</b>			
<b>Department:</b>	Judicial Services	<b>Reports to (title):</b>	Judicial Services Director
<b>Job Code:</b>	N-12	<b>Job Location:</b>	Bois Forte Tribal Court- Nett Lake, MN
<b>Pay Range:</b>	Min: \$20.26 Mid: \$25.33 Max: \$30.39	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	10/01/2025
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	10/01/2025

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Tribal Court Probation Officer, under the general direction of the Court Judicial Services Director and Chief Judge or Associate Judge, is responsible for handling all court cases in which probation has been ordered. One of the primary functions of the probation officer is to supervise probationers and monitor any pre-trial release conditions to ensure that they comply with the terms and conditions of the court’s order. The Probation Officer shall supervise the probationer during the term of probation and will act as a case manager by recommending and referring to relevant programs for rehabilitation. The Probation Officer is a community resource manager with knowledge of agencies and resources available within the tribal community and surrounding areas. The Probation Officer may play the role of collection agent for fines, costs, and other fees related to probation or other court cases and will develop reports that are needed for the Court.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Supervise defendants on probation, including regular check-ins, unannounced check-ins at probationer’s home; investigate to determine compliance, and filing contempt of court actions for violations of terms of probation.
2. Maintain probation files, document all case work, and collect data for probation cases.
3. Conduct risk and needs assessments.
4. Monitor compliance with pre-trial release conditions and initiates any non-compliance or probation violation reports (Notices of probation violations) through the appropriate court procedures.
5. Prepare pre-sentence and/or pre-disposition investigations, as ordered by the court.
6. Maintain referrals from the bench when adult and juvenile defendants are placed on probation (orders for probation).
7. Maintain contact with defendants released on personal recognizance, bail release or other supervised release.

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8. Maintain contact with those defendants furloughed to inpatient treatment, outpatient treatment and/or defendants placed on house arrest/home confinement.
9. Maintain contact with those defendants who are on electronic monitoring and follow procedures for the electronic monitoring program that has been set in place.
10. Administer drug and alcohol testing procedures as necessary for offenders/probation clients.
11. Maintain and keep accurate records and develop reports of payments received for fines, bail and/or restitution. Sends out notices of unpaid fine or restitution balances. Help develop payment agreements.
12. Attend Court to present testimony/evidence on all court cases that come within the Probation Officer's authority and jurisdiction.
13. Establish and build good working relationships with tribal agencies such as but not limited to the Police Department, state, county, federal, and municipal government representatives, juvenile courts, social services, treatment facilities, and other correction offices.
14. Monitor, track, and properly document all sex offenders residing on the Bois Forte Reservation implementing the Bands SORNA policies and procedures and serve as the Band's SORNA registrar official.
15. Coordinate and monitor community service programming.
16. Complete and keep records and submit updated information on sex offenders residing on the Bois Forte Reservation coordinating all community awareness announcements.
17. Maintain communication with the SMART office as needed to remain in compliance with the Adam Walsh Act.
18. Coordinate transportation for defendants to court hearings, probationary services, and other appointments as part of services and treatment to ensure compliance of Court orders.
19. Attend any training and meetings as needed and required.
20. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
21. Perform other job-related duties as assigned by supervisor.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• One year experience working in the criminal justice field.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• AA or AAS degree in criminal justice, sociology, social work, or related field or four years' criminal justice/court experience in lieu of education.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Maintain confidentiality in a strict manner.</li><li>• Responsible and mature individuals of good moral character.</li><li>• Must have means of transportation as local travel will be required.</li><li>• Possess the ability to monitor and assure appropriate follow-ups are made in all court actions to ensure all deadlines and timelines are met.</li><li>• Knowledge of community resources, services, and programs.</li><li>• Exhibit time management, strong organizational and problem-solving skills, and multitasking abilities.</li><li>• Abide by Tribal Codes.</li><li>• Basic knowledge and ability to operate a computer workstation such as turning on/off, knowledge of basic functions and components, and general office equipment Use/storage/maintenance of multiple usernames and passwords.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), Zoom, Outlook, DocuSign, internet software and how to create and store electronic files.</li><li>• Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change and confrontational people and situations while always maintaining a professional demeanor.</li><li>• Must be able to work independently and as an integral part of a team.</li><li>• Excellent writing and communication skills with strong proofreading and accurate grammar.</li></ul> |

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- Knowledge of the criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations.
- Strong critical thinking skills and ability to make sound judgements and decisions.
- Must not have any felony, gross misdemeanor, or misdemeanor convictions or charges in federal, state, or tribal courts other than minor traffic violations within the last three years.
- Must not have any active Ex-Parte Order for Protection's or Harassment Restraining Orders against them or in the process of going before the Court for a hearing.
- Ability to communicate well both written and orally.
- Must have a working knowledge of federal, state, county laws, and tribal codes in relation to adult and juvenile jurisdiction.
- Must be available to work nights, weekends, and holidays as needed.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Ability to perform other duties as assigned.

### PREFERRED QUALIFICATIONS

- Bachelor's degree in corrections, sociology, social work, criminology, psychology or closely related field.

### WORK ENVIRONMENT

Work environment:	Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, clients, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
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Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com/employment](http://www.boisforte.com/employment) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**