



Pueblo de San Ildefonso
Human Resources Department
(505)455-4155
02 Tunyo Po
Santa Fe, NM 87506

POSITION: Probation Officer/Case Management

LOCATION: Pueblo de San Ildefonso

SALARY: \$18.00-\$26.00

REPORT TO: Court Administrator

POSITION SUMMARY: The Probation Officer (PO) is responsible for monitoring, supervising and providing investigatory work of individuals ordered to probations by Pueblo de San Ildefonso Tribal Court. The Probation Officer will provide supervision for pre and post incarceration of juveniles and adults, monitor the process of clients under the jurisdiction of Pueblo de San Ildefonso Tribal Court. The PO will enforce court orders and appear as required in court proceedings. The PO will ensure the efficient and orderly operations of the courtroom and all court proceedings. The PO will provide administrative support and manage case files.

DUTIES AND RESPONSIBILITIES:

- Supervises adult and juvenile probationers under the Pueblo de San Ildefonso Tribal Courts jurisdiction.
- Attend court hearings with prepared pre-dispositional status reports or violations of conditions of release/probation
- Prepare and submit post-sentence violations, progress, discharge and other needed reports to the courts regarding an offender's progress and/or compliance with release
- Conduct investigations when required
- Prepare reports regarding violations and the service or warrants and arrests
- Provide testimony, advice, and information about offenders to assist with court sentencing and probation violation hearing
- Supervise random drug testing
- Monitor employment history and performance, liaison with school administration, work closely with Tribal Officials and Tribal Social Services representatives
- Detain violators, prepare all documentations needed, arrange transport and book the offender
- Work with Tribal, State and Federal Agencies to provide services for individual under supervision
- Develop internal policies, forms, manuals, and standard operating procedures
- Works with the Court Administrator to develop treatment plans that meet the orders of the Court
- Prepares detailed oral and written reports
- Performs schedule and unannounced site visits to monitor program compliance

Department: Tribal Courts

Date Created: 08/05/25

Approved: John Gonzales Tribal Administrator, Judge Lambert *pro tem*, Diane Vigil Court Administrator
& Claudette Grinage Human Resources Manager

- Provides treatment information and options to judges and involved treatment providers and community members
- Monitors program compliance utilizing electronic monitoring technology
- Maintain, secure, manage, and update essential and relevant documents in case files
- Network with agencies in the community to establish working relationships in order to assist program participants with resources available to them
- Case management and collaboration regarding policy and procedure development
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree from a four-year accredited college or university with major course work preferably in Criminal Justice, Sociology, Psychology, Social Work, or related field. Ability to read and interpret Statutes, Laws, and Ordinances. Minimum of (1) year experience assisting Courts in the Administration of Justice in Native American jurisdictions preferred. Must have a valid Driver's License and must be insurable under the tribal policy to drive tribal vehicles. Must have a favorable background and pass a drug screening.

Skills:

- Case Management
- Legal Terminology
- Sentencing guidelines
- New Mexico law, Tribal Law, Civil and Criminal Procedures
- Court rules, policies, procedures, operations and structure
- Conflict Resolutions
- Investigative techniques Drug screening methods

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to the job. Work is performed in an office or court setting. Travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

Department: Tribal Courts

Date Created: 08/05/25

Approved: John Gonzales Tribal Administrator, Judge Lambert *pro tem*, Diane Vigil Court Administrator & Claudette Grinage Human Resources Manager