

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Juvenile Truancy Officer Assistant

SALARY: \$30,044.04 – \$34,000.00 DOE/DOQ
Range 7

DEPARTMENT: Tribal Court

LOCATION: *Position located at Nixyaawii Governance Center, Mission, Oregon,
Confederated Tribes of the Umatilla Indian Reservation*

EMPLOYMENT STATUS: Full Time with benefits package
Safety Sensitive Position

SUPERVISED BY: Juvenile Probation Coordinator

OPENING DATE: August 31, 2010

CLOSING DATE: Open until filled with first screening September 23, 2010

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

- To provide transportation for clients attending classes, groups and workforce trainings.
- To monitor clients attendance to required program participations
- To report all incidents of non compliance to appropriate court probation officers
- Keep accurate records of monitoring of clients
- Complete daily records of transportations, groups, classes, and program participation's.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

- Assist in monitoring Diversion cases that have been before the C.A.B. and have signed a Diversion Agreement.
- Assist in monitoring probationer's compliance with Diversion. Thus providing, follow-up activities, which require the ability to convey and relate probationer's problems to the Probation Counselor and CAB, in that order.
- Maintain accurate records of activity with clients and will inform the probation Counselor of case progress and provide monthly updates of all cases being tracked.
- Assist in obtaining special services for probationer. Which includes assisting with the coordination and provision of services with other community agencies? Thus, requires fieldwork and outreach endeavors.
- Convey community input (comments, ideas and suggestions) to the CAB and Juvenile Probation Coordinator
- Clarify the rules and requirements of probation to the probationer.
- Surrender all information gathered and records maintained to the Juvenile Division when the probationer has completed their Agreement for release by the Juvenile Division.

SUPERVISORY AUTHORITY:

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

sensitive areas of the department and program containing sensitive documentation and material such as court records, school records and treatment progress reports

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

- Pass a criminal background check
 - Must have valid Oregon drivers license and be insurable
 - Must be able to work flexible hours, weekends and some evenings
 - **Two Year College Degree or Associate Degree or better in one of the following fields of study; criminology, social work, education, or psychology**
 - Must be able to work independently
 - Must be able and willing to work with juveniles involved in the tribal court system add their families.
1. Applicant must demonstrate an ability to treat each case individually with objectivity and without prejudice.
 2. Must have ability to communicate with young people and their parents, board members and counselors involved in the program.
 3. Must be able to maintain confidentiality of all cases.
 4. Applicant must be dependable be able to work independently, handle their self in a professional manner at all time, have the ability to think outside the box and to expand on available services that would improve youth attendance and grades, to write detail and data related reports within a short amount of time, write accurately, professional and analyze data collected.
 5. Must have strong interpersonal and communication skills, including the ability to communicate

- effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
6. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
 7. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
 8. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
 9. Must have extensive knowledge with computer processing equipment and software, including: Access, Word, Excel, Power Point, Outlook, Adobe Indesign, Adobe Pagemaker, Adobe Photoshop, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
 10. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
 11. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
 12. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
 13. A test will be administered immediately following interview appointment.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this

position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.

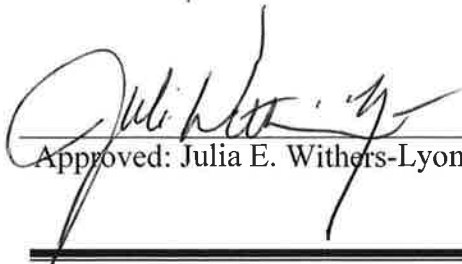
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: Julia E. Withers-Lyons, Staffing/On-Boarding Manager

9/1/10

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date