The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/15/26
CLOSE: Until Filled

EXEMPT ____
NON-EXEMPT __X__

POSITION DESCRIPTION

POSITION:	**MALE YOUTH PROBATION OFFICER/COURT BAILIFF**
RESPONSIBLE TO:	Judicial Director
SALARY:	Step Range: 21-26; Full Benefits Salary Range: $54,660 - $63,366 Hourly Range: $26.28 - $30.46
CLASSIFICATION:	Non-Management, Full-Time, Regular
LOCATION:	The Klamath Tribes Judiciary 35601 S. Chiloquin Road Chiloquin, OR 97624
BACKGROUND:	P.L.101-630 (child contact)

POSITION OBJECTIVES

The primary purpose of this position is to develop a positive and supportive relationship with youth offenders and their families in the order to assist in their rehabilitation. This position will conduct intake assessments, develop an individualized case plan and monitor compliance and behavior through home and school visits. Connect youth with services to foster a positive support system. Assist youth with accessing and participating with cultural ways of life events. Individual will be required to work an abnormal work schedule and maintain a high level of confidentiality to carry out the responsibilities of the job. Court Bailiff duties include maintaining courtroom security, order and decorum under the Judge's direction during hearings. This position will provide Process Server duties. The responsibilities include locating parties needing to be served, delivering legal documents to individuals and businesses, ensuring actions comply with laws and competing certificates of service.

This position requires extensive travel between Klamath Falls, Chiloquin and other rural communities to serve Native Americans in Klamath County.

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

MAJOR DUTIES AND RESPONSIBILITIES

1. Case Management and Monitoring youth; Supervises youth, ensuring compliance with terms and conditions, such as community service hours, school attendance, curfews, counseling and attending required events.

2. Assessment and Planning; conducts assessments to determine support services needed.

3. Counseling and Crisis Intervention; connects individual with appropriate services, offer crisis intervention to resolve immediate conflicts or behavioral issues.

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

5. Prepare case and court reports describing the youth, the offense, life situation; Investigate and prepare legal documents such as petitions and motions and present to the Court. Testify in Court and answer questions that court may have regarding the disposition of the case.

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

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

8. Maintain positive, ongoing relationships with county schools and teachers to oversee truancy issues as well as attendance by youth offenders. Obtain school records pertaining to grades and attendance weekly.

9. Verify that youth are enrolled in and attending an educational institution, that youth arrive on time, and makes inquiries to their educational institution and or parent/guardian as to enrollment, participation and attendance.

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

11. Conduct secure transport of youth to any placements, hearings or appointments, if necessary.

12. Coordinate services with appropriate agencies to meet the individual needs of the youth. 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.

13. Perform search, seizure activity safely and within the confides of the law. Place youth in county detention if required.

14. Attend County Juvenile Court proceedings weekly. Collaboration with Klamath County Juvenile Department, Oregon Youth Authority and other Tribal, State and County agencies.

15. Participate in department meetings and staff trainings as required. Network with tribal, state and county programs regarding youth services. Participate in youth community events. Community collaboration.

16. Provide Bailiff duties to Tribal Court during Court hearings. This includes securing the courtroom during hearings, ensure the safety of all participants, enforce courtroom rules and ask disruptive individual to leave.

17. The Bailiff also serves legal documents when necessary.

18. The position must remain neutral and professional as part of the team ensuring that legal proceedings are handled securely and efficiently.

19. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' 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 The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the general direction of the Judicial Director. Duties are performed with minimal supervision. Employee works independently, resolving normal conflicts according to initiative in researching answers and solving problems using judgment based upon previous training, experience and instructions. Unusual, new, or complex assignments are discussed with the Judicial Director.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of courtroom and Order of the Court procedures.

Skill in handling 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 tribes.

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 Klamath Tribes 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 Klamath Tribes.

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.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to possess an Associate's Degree in related field **OR** an equivalent combination of education and training equal to four years may be substituted for a degree. (*Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have a minimum of two (2) years demonstrated work experience in juvenile counseling or other relevant youth services.

- **REQUIRED** to complete The Tribal Probation Training Academy within 12 months of starting the position.

- **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 Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes 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 Resources any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

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

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**