



**Spirit Lake Tribe  
Human Resource**

P.O. Box 359  
Fort Totten, ND 58335  
[slthr@spiritlakenation.com](mailto:slthr@spiritlakenation.com)

**Position Vacancy**

<b>Title of Position:</b>	<b>Juvenile Intake Officer</b>	<b>Location:</b>	<b>Spirit Lake Tribal Court</b>
<b>Opening Date:</b>	<b>January 9, 2012</b>	<b>Closing Date:</b>	<b>January 23, 2012</b>
<b>Salary:</b>	<b>D.O.Q.</b>	<b>Supervisor:</b>	<b>Chief Judge, S.L. Tribal Court</b>

**Grant Funded:** BIA

**Position Summary:** This position involves public relation skills in working with troubled children and youth along with independent and substantial degree of discretion in making decisions to determine need for formal judicial involvement or diversity programs for juvenile delinquent offenders. It also entails reviewing delinquency petitions and conducting informal adjustments and/or assisting the Juvenile Court Prosecutor in determining processing of juvenile cases. The applicant must be able to work with little or no supervision at times. Work is performed under the general supervision of the juvenile prosecutor or judge.

**Qualifications:** Prefer a person with a two year degree in emphasis on criminal justice and/or social work. One or two years work related experience in law enforcement and/or probation is acceptable. Applicant must have knowledge of Spirit Lake Tribal Law and Order Code along with the Spirit Lake Children's Code. Applicant must have knowledge of tribal, state, and federal laws affecting juveniles. Applicant cannot have felony convictions. Applicant must pass a criminal background check for the tribe, state, and federal law enforcement. Applicant must possess a valid driver's license and maintain car insurance. Applicant must maintain utmost confidentiality. Must be able to travel when required and complete recommended training and/or workshops successfully.

**Job Functions/Duties:**

1. The supervision of adjudicated juvenile probation.
2. Conduct investigations and file petitions on juveniles either entering the juvenile system or others that are already in the system and are violating terms of their supervision.
3. Prepare reports for the court with information that the court may request for proper adjudication of the juvenile.
4. Present cases to the court regarding juvenile delinquency petitions that have been filed with the court by law enforcement, tribal prosecutor and/or other agencies.
5. Recommend a probation plan to the court for suggested disposition of a case.

6. Implement a probation plan with the juvenile and his/her family which may include recommendation for return to the court for violations of probation or for termination of supervision if the situation demands revocation of supervision.
7. Furnish by self or through coordination contact of relate services, alternatives and options for the Court to utilize as part of a probation plan.
8. Develop and establish working relationships with tribal/federal/state agencies involved in juvenile related services.
9. For statistical purposes, keep account for all cases and be readily available to provide the number of juveniles currently on supervision, their compliance and what services they are working with.
10. Support and assist the development of alternative community resources for juveniles which may include alternative sentencing options.
11. Act as a liaison between the juvenile court and the community, school and other agencies that work with juveniles.
12. Maintain contact and work closely with law enforcement, gang tasks force, in the identification, intervention and prevention of gang delinquent activity.
13. Other duties assigned by judge.

**Working Conditions:** Works with average exposure to noise, but subject to frequent disruptions and moderate degree of stress. Travels occasionally when necessary to do networking with other agencies.

**Physical/Mental Requirements:** Must show emotional and mental stability. Must be able to physically and mentally react quickly in the event of a disturbance. Must pay close attention to details and concentrate on work. Must react swiftly to offender's needs during supervisory sessions.

For an application, please contact the Human Resource Department of Spirit Lake Tribe in Fort Totten, ND. An application can be obtained online at [www.spiritlakenation.com](http://www.spiritlakenation.com). Complete application packet must be submitted prior to the closing date. Mailed applications must be postmarked on or before the closing date. If claiming veteran's preference, must provide verification of DD214 discharge form. Tribal enrolled persons will be granted preference. All persons interested in this position must submit application and resume, transcripts, training/skills certificates, copy of driver's license, copy of insurance, and enrollment forms to:

Spirit Lake Tribe Human Resource Department  
Fort Totten, ND 58335  
(701) 766-1215