

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE: cslt.org/personnel
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******VACANCY ANNOUNCEMENT******

TITLE: Adult Probation Officer (Full-time position)

LOCATION: Adult/Juvenile Probation—Pablo, MT

SALARY: \$21.57 to \$24.79 per hour

CLOSING DATE: Monday, November 2, 2026, at 5:30 p.m.

SPECIAL CONDITIONS:

This position (is) a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a complete Background Investigation is required prior to your placement in this position. The successful applicant, if not currently employed by the Tribes, must complete & pass a pre-hire drug screen and serve mandatory six (6) month probationary period.

The Adult Probation Officer of the Probation/Parole Department is responsible for the case management of adults referred for probation/parole services provided under the Tribal juridical system. The Incumbent, through the authority vested in Tribal Ordinance I03, CSKT Law Codified, is vested with all the authority of a Tribal Law Enforcement Officer. The position is under the supervision of the Director of Probation/Parole.

Duties include but are not limited to:

- Ensures compliance with Court Orders and Conditions of Probation/Parole for clients referred to the Probation/Parole Department.
- Requests, when needed, warrants for arrest of supervised offenders or for search and seizure of offender's person or property, arrest supervised offenders without a warrant for violation of a condition of probation and commit the offender to Tribal jail with appropriate paperwork, conduct search without warrants upon reasonable cause.
- Conducts pre-sentence investigations (PSI) providing report to the Court when requested. Investigations consist of in-depth interview of the defendant, the victim(s), witnesses, police officers, defendant's family and any other persons who may be able to provide information regarding the defendant's background. It also includes review of the defendant's criminal history, work history, drug, alcohol or mental health history, education or social activities and reports and statements made surrounding the incident a review of the Tribal Code sentencing guidelines is completed and, recommendation for sentencing based on all the above is provided. Written reports are prepared and submitted to the Court, the Prosecutor, and the Defenders Office on the findings.
- Participate in Court hearings; testify at sentencing hearing with regarding to the PSI.
- Secure offender information from the Prosecutor Office on referred clients. Supervise adult probation or parole is signed by the supervised offender and is given to him/her. Regularly advise and consult with the supervised offender, keep records and report on progress as the Court may require.

- Make written referrals to Mental Health programs, Drug and Alcohol programs, DUI/ACT programs, Inpatient Treatment Programs for assessment, evaluation, education, or any program deemed appropriate for defendant and ordered by the Court. Monitor compliance with these programs or agencies, reviewing violations with the probationer. File reports with the Prosecutor when necessary.
- Maintain working relationships with all agencies, Tribal, public and private, that are concerned with the treatment or welfare of people on probation or parole.
- Promoting the Tribes and the Probation/Parole Department in a positive manner makes presentations to schools, Salish Kootenai College, and other Tribal programs or departments; establishes effective working relationships.
- Provide monitoring of clients referred by Court for Pre-Tribal supervision to the Tribal Probation/Parole Department.
- Administer drug and/or alcohol tests when necessary for clients on probation or parole.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- AA Degree required in Sociology, Psychology, Criminal Justice, Social Work or other related field or an equivalent combination of education and experience with five years' experience in Law Enforcement.
- Because the position is vested with all the authority of a Tribal law enforcement officer, the following special requirements must be met:
 - Must be 21 years of age at time of hire.
 - Must have no felony convictions ever.
 - Must have no misdemeanor convictions with the last year. Except minor traffic offenses.
 - Must possess a valid Montana Driver's License.
 - Must never have had a conviction of an offense involving a crime against a person
 - Must demonstrate sobriety and not have a history of illegal drug use.
 - Must not have resigned from a position due to threat of disciplinary action that would have resulted in termination within the past five years.
- High degree of skill in written communication, public speaking and public relations.
- Skills conducting interviews and investigations.
- Skill in developing effective relationships with and cooperation from adult and juvenile offenders, service providers, and the public.
- Working knowledge of Tribal government and Tribal organization.
- Working knowledge of basic management function.
- Working knowledge of the principles and practices of probation casework.
- Working knowledge of court procedures, laws, codes, statutes and regulations pertaining to probation.
- Working knowledge of investigations and obtaining evidence.

 **Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

SUBMIT:

1. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claimed Veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Letitia Kallowat, Director, at 406.675.2700, Ext. 1141.