



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 12/07/2022	Employee Requisition Number ER-23065	JOB OPPORTUNITY	
Title/Position: PROBATION/PAROLE ADMIN PROGRAM OFFICER			
Pay Grade MG 9	Salary Range \$64,854-84,593	Classification Management	
Department: LIGHTHORSE	Location: Okmulgee	Location Code: 30	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Deputy Chief of Operations, the Probation/Parole Administrative Programs Officer will have full responsibility of developing and managing the Probation/Parole Office.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Develop a Probation/Parole Office with policies, procedures, and protocol. • Manages a caseload of adult felons by employing motivational interviewing skills to complete a scientific assessment of criminogenic risk/need and to determine the offender's stage of change for each identified need area; criminogenic needs of each offender; referring offenders to appropriate treatment and/or programs to target the offender's primary criminogenic needs; monitoring activities of offenders to ensure adherence to action steps negotiated through transition planning and to conditions ordered by releasing authority; assisting offenders in obtaining and maintaining employment; engaging on-going support for the offender in the community by assisting the offender in identifying a network of family and friends with a pro-social orientation; and identifying pro-social interests and activities that are geared toward improving bonds and ties to pro-social community members. • Conducts various investigations including, but not limited to, pre-sentence, interstate, pre-pardon and pre-parole. • Prepare reports concerning activities of offenders and provide recommendations for the use of the releasing authority. • Maintain documentation, physical and electronic, relating to management of offender caseload. • Monitor payment of financial obligations ordered by the releasing authority; collect and document offender payments. • Conduct periodic screening for drug and alcohol use by offenders
Minimum Requirements:	N/A
Preferred Requirements:	<ul style="list-style-type: none"> • Requires a thorough knowledge or the ability to acquire such knowledge in relatively short periods of time. • Must have the ability to give verbal and written instructions and make sound judgements in evaluating situations and making decisions.



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	<ul style="list-style-type: none"> • Instruct and coach employees on specific tasks and job techniques. • Train new employees. • Respond to questions from others on policy and procedure. • Bachelor's degree in corrections, sociology, social work, criminology, psychology or closely-related field. • Knowledge of the criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations. • Have a FLETC or CLEET Certification. • Able to qualify semi-annually with department firearms. • Proficient in operating a computer and using Microsoft Office products.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:



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The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.