



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: PROBATION OFFICER / DEPUTY CLERK

DEPARTMENT: CHITIMACHA TRIBAL COURTS

JOB SUMMARY: Performs a variety of administrative, law enforcement, and judicial support duties for the Tribal Probation Department and Trial Court.

EDUCATION AND/OR EXPERIENCE: Associate's Degree in Criminal Justice or related field AND Five (5) years of law enforcement or related experience. Peace Operations Specialized Training (P.O.S.T.) Certificate preferred.

ADDITIONAL REQUIREMENTS:

- Must be able to successfully pass a background screening/investigation.
- Valid driver's license required.
- Pre-employment and random drug screen.
- Pre-employment and Annual physical.
- Will be required to maintain vaccinations.

BENEFITS: Medical Insurance (Federal Program), Dental / Vision Insurance, Critical Illness Insurance, 401(k) Employer Match, Paid Time Off (PTO), Employee Discounts, Employer Paid Life Insurance, Short Term / Long Term Disability and Life Insurance.

HOW TO APPLY: View our website, www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

CLOSING DATE: THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).