

# *Santee Sioux Nation*

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES  
SIDNEY A. TUTTLE, SR. HRD

**Chairman:** Alonzo Denney  
**Vice-Chairman:** Kameron Runnels  
**Treasurer:** David Henry  
**Secretary:** Andrea McBride  
**Hobu Creek Dist. Rep.:** Byron Tuttle  
**Howe Creek Dist. Rep.:** Carrie Rouillard



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**Niobrara, NE 68760-7219**  
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**Fax: (402) 857-2367**  
**Santee Dist. Rep.: Vietta Swalley**  
**Bazile Creek Dist. Rep.: Sandra Henry**

## VACANCY ANNOUNCEMENT

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**Position:** SSN Tribal Court Probation Officer  
**Department:** SSN Tribal Court  
**Supervisor:** SSN Tribal Court Administrator  
**Classification:** NON-EXEMPT  
**Status:** FTE 40 HOURS PER WEEK, PERMANENT  
**Supervisory:** No  
**Salary:** \$15.00-\$18.50  
**Posted:** 10/29/2025-11/12/2025

### GENERAL OVERVIEW:

**Job Summary:** The individual will work under the supervision of the Tribal Court Administrator, but must at all times be able to work without direct supervision. As part of this monitoring, the Probation Officer will maintain appropriate and current probation files and lists of persons on probation or pretrial release for law enforcement and detention services reference. Further, he/she will monitor and report progress to the Court of specific completion conditions required of individual persons on probation to include, but not limited to, education classes, evaluations, follow up for medical care or substance abuse treatment, payment of restitution, or other orders of the Court. He/She will report to the Court and recommend revocation or probation or other suspended sentence for non-compliance, failure to abide by conditions of release, or probation related to alcohol and/or drug possession or usage. He/She will coordinate with referral service providers to ensure that all necessary information to and from the Court is communicated to ensure the completion of ordered services.

### DUTIES AND RESPONSIBILITIES:

- Exercise authority consistent with the obligation imposed by the oath of office;
- Promptly obey all legitimate orders;
- Create and maintain accurate and up to date probation files and case records;
- Create and maintain current lists of probationers, with specific conditions, and maintain pre-trial release list for law enforcement use;
- Track and notify specific conditions or goals to be accomplished by probation clients;
- Routinely file motions for revocation, modification, or early release from probation as appropriate;

- Maintain set and standard office hours during which time he/she is available to probation client;
  - Schedule office visits within standard office hours;
  - Shall maintain working hours of 8:00 a.m. to 4:30 p.m. Monday through Friday;
- Conduct random drug and/or alcohol screens of probation clients or at the request of the Court;
- Be responsible for monitoring payment of fines, court costs, and restitution of probation clients;
- Establish and maintain contact with public and private agencies that offer therapeutic and rehabilitative assistance in order to more fully serve probation clients;
- Refer probation clients to appropriate and specialized available private and public services that are required for specific client individual needs;
- Establish an ongoing relationship with probation clients in order to carry out the orders of the Court;
- Shall assist in the service of subpoenas and summons when directed by his/her supervisor;
- Promote and provide good community relations with assignments on a routine basis;
- Shall be of good moral character and shall not engage in any behavior, whether on or off duty, which should reflect poorly on the Santee Sioux Nation Tribal Court; and
- Perform other related duties as assigned, or the situation dictates, within the scope of this classification.
- Perform other job-related duties as assigned.

**EDUCATION and/or EXPERIENCE:**

- Prefer Bachelor Degree in Criminal Justice, or equivalent two-years college or technical school, or six months to one-year related experience and/or training, or combination of education and experience;
- At a minimum shall possess a High School Diploma or General Education Degree (GED), one to three months related experience and/or training, or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, memorandum and court orders;
- Ability to write simple correspondence and draft form motions;
- Ability to effectively present information in one-on-one and small group situations to clients, service providers, and other members of the criminal justice system; and
- Ability to speak effectively when called in to do so in court.

**REASONING ABILITY:**

- Ability to apply common sense and understanding to carry out detailed, but uninvolved, written or oral instructions;
- Ability to deal with problems involving few concrete variables in standardized situations.

## **CERTIFICATES, LICENCES AND REGISTRATION:**

- Must possess a valid Motor Vehicle Operator's license from Nebraska, or another state, and must be insurable.

## **Key Skills & Attributes**

- Must be free of any conviction by any local, state, or federal courts for a crime punishable by imprisonment in a penitentiary for a term of one (1) year, or more, or by any foreign government, for a crime which would be punishable by imprisonment for a term of one year, or more, if committed in Nebraska; the defendant must not have been pardoned for such offense, or has had a conviction for such offense overturned or reversed by a Court of competent jurisdiction;
- Must not have any criminal conviction in this or any other jurisdiction for any offense involving alcohol, drugs, domestic abuse, child abuse or neglect, abuse or neglect of a vulnerable adult, sexual offenses, violence, theft or any offense which casts a doubt on his/her moral character prior to the date of application;
- Must not have any criminal proceedings pending in this or any other jurisdiction for any offense involving alcohol, drugs, domestic abuse, child abuse or neglect, abuse or neglect of a vulnerable adult, sexual offenses, violence, theft or any offense which casts a doubt on his/her moral character;
- Must have a dependable personal automobile and personal insurance. Must have a home telephone or be able to obtain the service;
- Must be willing to submit to (either pre-employment or post job offer) and pass a drug and alcohol test and a local, state, and federal background investigation;
- Must be willing to work other than scheduled work hours if necessary, to include major holidays weekends, or on-call for transports, as required by the position and specified by the supervisor;
- Must have high moral standards, emotional stability, integrity, firmness, good appearance and speech;
- The candidate must also have the following abilities:
  - Ability to perform duties under close supervision or minimum supervision;
  - Ability to take a special interest in work related activities without prompting, such that the normal expectations of the job are exceeded;
  - Ability to identify and make logical decisions;
  - Ability to facilitate group discussions to identify problems and resolutions;
  - Ability to use good judgment in making decisions;
  - Ability to write in a clear and concise manner while employing the basics of good grammar, punctuation, spelling and penmanship;
  - Ability to complete work assignments and reports in a timely and efficient manner;
  - Ability to operate a motor vehicle in all weather conditions (i.e. snow, ice, rain, fog etc.) and to replace necessary fluids which include gasoline, oil and windshield washer solution.
  - Ability to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy;
  - Ability to remain calm and work effectively in stressful situations;

- Ability to effectively communicate with the community, criminal justice personnel, and other agency or provider personnel;
- Ability to interact with probation clients in a manner that ensures compliance without being unnecessarily confrontational;
- Ability to conduct criminal history and pre-sentence investigations on potential probation candidates;
- Ability to apply common sense and make logical decisions in dealing with high-pressure situations;
- Ability to conduct random urinalysis and alcohol usage checks; and
- Ability to conduct home visits and random bar checks as approved or ordered by the supervisor.

### **Standard of Performance:**

- Attend mandated training and obtain required certifications
  - Perform high quality work
  - Show initiative and dependability on the job
  - Maintain client confidentiality
1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an Initial Drug Test
  2. Have a Valid Driver License

### **Basic SSN Qualifications:**

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly “preferred”, but “not required.”
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

### **SSN Benefit Package:**

- **Weekly PTO Accrual, “beginning” at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus’s**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

**EMPLOYMENT CONDITIONS:** The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

**INDIAN PREFERENCE ACT:** Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

**VETERAN’S PREFERENCE:** Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

**Special Employment Conditions:**

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver’s license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver’s license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

**DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.**

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**APPLICATION INSTRUCTIONS:**

**\*\*YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

**\*\*ONLINE: YOU CAN GO TO [WWW.SANTEESIOUXNATION.COM](http://WWW.SANTEESIOUXNATION.COM) AND DOWNLOAD AN APPLICATION.**

**APPLICATION PROCEDURES:**

- \*3 forms of identification (State ID, Tribal ID and Social Security Card)**
- \*Current working contact number**
- \*MAILING ADDRESS**
- \*Completed application (partially completed not accepted)**
- \*Release of Information form completed**
- \*Full Resume**
- \*Letter of Intent**
- \*Reference letters, 3 professional and 2 personal references**
- \*Tribal enrollment verification (\*if claiming Indian Preference)**

**Submit applications and resumes to the following address:**

**Santee Sioux Nation, Office of Human Resources  
Attention: Sidney A. Tuttle, Sr., HRD  
425 Frazier Ave. N. Suite 2  
Niobrara, NE 68760-7219**



10/29/2025

**APPROVED**

**DATE**