



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DRILL SERGEANT**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Boot Camp Drill Sergeants utilize military structured training to instruct and supervise rehabilitation services to the juvenile residents of the Judge Mario Ramirez, Jr. Juvenile Justice Center's Boot Camp Facility located in Weslaco, Texas. The Boot Camp Drill Sergeants are directly accountable to the Boot Camp Commander.

Applicants must be able to meet Juvenile Supervision Officer Certification/Recertification standards as per the Texas Juvenile Justice Department.

EXAMPLES OF WORK PERFORMED

Insures that the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Boot Camp Facility program is managed in accordance with the policies/procedures/standards of Hidalgo County, the Judge Mario E. Ramirez, Jr. Juvenile Justice Center and Boot Camp Facility, and the Texas Juvenile Justice Department

Knows how to keep abreast of any changes in policy/procedures/standards as they pertain to Hidalgo County, the Judge Mario E. Ramirez, Jr. Juvenile Justice Center and Boot Camp Facility, and the Texas Juvenile Justice Department

Insures that all required instruction is presented and meets desired learning objectives

Insures all required instruction is presented and is up-to-date

Promotes teamwork and leadership development

Maintains an effective safety program

Proficient in basic lifesaving methodology in order to effectively render medical assistance to cadets/residents on an as needed basis

Ability to participate in training/certification in non-violent physical restraint technique as approved by the Department/Texas Juvenile Justice Department

Ability to restrain youths

Maintains procedures for accomplishing administrative requirements directed by the Judge Mario E. Ramirez, Jr. Juvenile Justice Center Boot Camp Facilities Administration

Sets the example regarding personal appearance, to include the wearing of prescribed uniforms and civilian clothing, for cadets/residents

Is able to effectively communicate and interact with supervisors, members of the general public, and other groups involved in the operation of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center/ Boot Camp Facility

Requires the ability to read a variety of informational documentation, directions, instructions/methods/procedures related to the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Boot Camp Facility and the Texas Juvenile Justice Department

Requires the ability to write reports with the proper format, punctuation, spelling and grammar

Is able to assemble information and make written reports and documents in a concise, clear and effective manner

Has good organizational, management, interpersonal, and technical skills

Is able to use independent judgment and discretion in supervising residents, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

Maintains the concept of managing a military style rehabilitation program

Works in harmony with all department staff

Perform any and all other duties as assigned by the Boot Camp Commander or his/her designee

EDUCATION AND EXPERIENCE

High School Diploma or General Equivalency Degree

Preferred Bachelor degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordination Board

Minimum Requirement - Must complete oral interviews

Possess strong organizational skills to manage the demands of a highly structured residential program for habitual juvenile offenders

Prior Military Experience Preferred

CERTIFICATES, LICENSES AND REGISTRATION

Applicants must be able to meet Juvenile Supervision Officer Certification/Recertification standards as per the Texas Juvenile Justice Department

Complete background investigation to meet certification/recertification standards of the Texas Juvenile Justice Department

Applicant must have a current valid Texas motor vehicle operator's license

Must be able to be insured by county insurance carrier

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations