



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **FIRST SERGEANT**  
Grade: 11

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*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 Juvenile Boot Camp 1st Sergeant works directly under the supervision of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center; Boot Camp Captain. The Boot Camp 1st Sergeant is responsible for the directing all Platoon Sergeants, drill sergeants and night monitors and assists in the daily operation of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center Boot Camp. Will be responsible for the functional operation of the boot camp including the buildings, vehicles, equipment, property, the cadet population and coordinating all military operations of the Judge Mario E. Ramirez, Jr. Juvenile Justice Center Boot Camp.

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

To perform this job successfully, an individual must be able to possess strong organizational skills with the capacity to manage the multiple demands of a highly structured residential treatment program. The essential duties must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **EXAMPLES OF WORK PERFORMED**

Be knowledgeable and comply with all departmental policies and procedures, Title I and II of the Texas Family Code. Assures 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;

Directs and manages all Drill Sergeants, Shift Supervisor, and Auxiliary Staff in accordance with Staff Personnel 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;

Conducts monthly Drill Staff meeting/training sessions and disseminates all Texas Juvenile Justice Department policy updates and regulations to Drill Staff.

Works cooperatively with the Facility Administrator and Boot Camp Captain to ensure that program activities and security procedures are consistent with State directives and department philosophy and goals.

In absence of the Facility Administrator and Captain the 1st Sgt assumes all the duties and responsibilities of the facility administrator

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Recognizes and identifies staff and population group dynamics.

Addresses crisis situations in a calm and professional manner which demonstrates skills in crisis intervention.

Assists cadets in developing a healthy and positive attitude about self through individual counseling, group counseling and discussion

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.

Consults with the Boot Camp Captain on a daily basis in matters related to facility issues and concerns.

Addresses crisis situations in a calm and professional manner which demonstrates skill in crisis intervention.

Assists Cadets in developing a healthy and positive attitude about self through individual counseling, group counseling, and discussion.

Supervises the intake process of new Cadets, according to departmental rules, policies and regulations.

Administers disciplinary action in a fair and consistent manner, supporting and enforcing

Responsible for reviewing and monitoring Texas Juvenile Justice Department data to ensure standards compliance;

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 implement 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 cadets/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;

Focuses on individual staff training, which develops the capability to accomplish Boot Camp Facility mission;

Concentrates on standards of performance, training and professional development of the Platoon Sergeants, Drill Sergeants and cadets/residents;

Provides informational assistance to the facility counselors and probation staff.

Conducts daily inspections of the Facility and ensures that the facility is maintained in a neat and clean manner.

Initiates Cadet promotion and disciplinary hearing and maintains current records/files containing all pertinent information.

Perform any and all other duties as assigned or directed by the Boot Camp Facility Administrator, Captain or 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.

Possess the knowledge and experience to manage a community based correctional program, centered around a rule oriented, disciplinary environment that addressed the needs of the child and the family.

Considerable ability, knowledge and skill to work effectively with computer work processing and data base programs.

Ability to handle difficult situations among people with widely divergent backgrounds.

Ability to communicate effectively with young people, to include mentally disturbed, hostile, and aggressive individuals.

Ability to establish and maintain effective working relationships with co-workers, various law enforcement officials, attorneys, juveniles and their parents, and the general public.

Prior Military Experience preferred and possess a strong military bearing to include a thorough knowledge of military drills and ceremonies.

## **CERTIFICATES, LICENSES AND REGISTRATION**

Mandatory – Complete background investigation to meet certification/re-certification 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