



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **TRAINING OFFICER**  
Grade: 12

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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 Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Training Officer is responsible for the overall effective training of all department employees. The Training Officer assists in determining training needs, curriculum development, and conducting training to the various department divisions. The Judge Mario E. Ramirez, Jr. Juvenile Justice Center's Training Officer is directly accountable to the Chief Juvenile Probation Officer or designee.

Applicants must be able to meet Juvenile Probation Officer certification/recertification standards as set forth by the Texas Juvenile Justice Department.

### **EXAMPLES OF WORK PERFORMED**

Assists in developing the Judge Mario E. Ramirez, Jr. Juvenile Justice Center's training agenda to meet current and future training needs

Provides initial/reoccurring training for all department employees to meet Hidalgo County, the Judge Mario E. Ramirez, Jr. Juvenile Justice Center, and the Texas Juvenile Justice Departments certification/recertification training requirements

Prepares, submits for certification/recertification, and maintains training records in accordance with Hidalgo County, the Judge Mario E. Ramirez, Jr. Juvenile Justice Center, and the Texas Juvenile Justice Departments policies/procedures-standards

Assists in development of training curriculum to address current and future training needs

Assists in the preparation of training records documentation for the annual monitoring visit by the Texas Juvenile Justice Department

Assists the Chief Juvenile Probation Officer and Facility Administrators in processing the necessary documentation in the hiring of new employees

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 the Texas Juvenile Justice Department

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

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Sets the example regarding personal appearance, to include the wearing of prescribed uniforms or civilian clothing

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

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 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/discretion, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

Perform any and all other duties as assigned by the Chief Juvenile Probation Officer or designee

## **EDUCATION AND EXPERIENCE**

Mandatory Requirement – Must complete all oral interviews

Mandatory Requirement – Must be able to meet Juvenile Probation Officer certification/recertification requirements as set forth by Texas Juvenile Justice Department

Must be able to meet Juvenile Supervisions Officer certification/recertification requirements as set forth by the Texas Juvenile Justice Department

Must have a Bachelor Degree

Five (5) years of Experience Training

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Must be able to meet Juvenile Probation Officer certification/recertification requirements as set forth by Texas Juvenile Justice Department

Must be able to meet Juvenile Supervisions Officer certification/recertification requirements as set forth by the Texas Juvenile Justice Department

Must have a certification to train by a reputable agency

## **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