



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **ASSISTANT QUARTERMASTER**  
Grade: 07

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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**

Assists in the daily operations of the county law enforcement department's equipment inventory and maintenance. Performs various functions to keep the county department's inventory accurate and organized. Ensures inventory is in good working order.

### **EXAMPLES OF WORK PERFORMED**

Assists in maintaining records on all equipment inventory, such as county patrol vehicles and armory

Issues equipment to patrols and makes sure it is returned in good working condition

Makes suggestions to the Quartermaster for new or replacement items

Provides instructions on the proper use and maintenance of equipment

Assists in maintaining a log of equipment issued to county employees

Assists in the storage, maintenance, distribution, and disposal of equipment and other inventory

Supply and Service equipment and vehicles to patrolmen

Works with the county law enforcement staff responsible for equipment inventory and maintenance

Performs all other assigned duties as assigned

### **EDUCATION AND EXPERIENCE**

One academic year from an accredited college or university in Criminal Justice or related field

Experience in inventory control or related field; preferably in a law enforcement or criminal justice environment

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

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

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

Specific technical coursework as a Gun Smith is preferred and considered especially helpful

Work experience should be in a juvenile justice or criminal justice setting

Must possess or be able to obtain additional technical training as required

Knowledge of Criminal Justice Code and applicable statutes

Knowledge and/or experience in record and data systems in order to properly track and maintain services and repair records of inventory

Ability to effectively work with other professional personnel in a variety of support activities, including policy development

Effective written and verbal communication skills

Proficient with the PC

Must be well organized

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

## **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