

HIDALGO COUNTY SHERIFF'S OFFICE

TCOLE CERTIFIED INSTRUCTOR

GENERAL DESCRIPTION

Instructs commissioned personnel in Texas Commission on Law Enforcement education material and other related material. Topics of instruction to include criminal justice related courses, firearms training, leadership training, corrections training to include basic jailer licensing courses.

EXAMPLES OF WORK PERFORMED

Ability to understand and follow oral instructions

Ability to demonstrate strong leadership qualities

Ability to demonstrate problem solving capabilities

Ability to write clear and concise reports and to maintain complete records as required

Ability to establish and maintain effective working relationships with other County employees and officials, inmates and the public

The ability to develop law enforcement / corrections based courses for instruction, including the development of TCOLE approved lesson plans.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Previous work experience in the fields of law enforcement and / or corrections

Certificates, Licenses, & Registration

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

Applicant must be able to be insured by the County's insurance carrier

Applicant must be a TCOLE certified basic instructor

Knowledge, Skills, and Abilities

Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons

Ability to write clear and concise reports and to maintain complete records as required

Ability to establish and maintain effective working relationships with others

Basic Mathematic Skills

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Language Skills

Ability to speak read and write in the English language

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of people and organizations

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

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 frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands or fingers to handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and, in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee frequently works near moving mechanical parts such as doors and gates throughout the jail. The employee is occasionally exposed to fumes or airborne particles.

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
- 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 Hidalgo County Accident Prevention Plan and department's safety regulations