



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

<b>Title:</b> <b>Drill Instructor II</b>	<b>Opening Date:</b> <b>May 10, 2024</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>240503</b>
<b>Department:</b> <b>Juvenile Probation Boot Camp</b>	<b>Starting Salary:</b> <b>\$42,640.05</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## INTERNAL/EXTERNAL JOB POSTING

**Brief Job Description:** Under the direct supervision of the Juvenile Probation Boot Camp Program Director, this position involves working with male and female juvenile offenders in a boot-camp style setting. The Drill Instructor II, is responsible for ensuring the safety and security of juvenile offenders and providing leadership and assistance to staff and offenders in resolving crisis situations. The Drill Instructor II, is also responsible for supervising activities, instructing drills and physical training, monitoring attendance, inspecting classrooms for contraband, and inspecting cadet's appearances. This position also assists the juvenile courts and the (4) four school districts in the community with holding the assigned at-risk youth offenders accountable for their delinquent behaviors.

**Knowledge, Skills and Abilities:** Leadership techniques; Perform drill exercises as required by juvenile offenders. Bastrop County policies and procedures; Maintain good moral character; Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals;

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



## BASTROP COUNTY, TEXAS

### Job Description

*Job Title: Drill Instructor II*

**Department:** Juvenile Probation Boot Camp    **FSLA Status:** Non-Exempt

**Reports To:** Program Director

**SUMMARY:** Under the direct supervision of the Juvenile Probation Boot Camp Program Director, this position involves working with male and female juvenile offenders in a boot-camp style setting. The Drill Instructor II, is responsible for ensuring the safety and security of juvenile offenders and providing leadership and assistance to staff and offenders in resolving crisis situations. The Drill Instructor II, is also responsible for supervising activities, instructing drills and physical training, monitoring attendance, inspecting classrooms for contraband, and inspecting cadet's appearances. This position also assists the juvenile courts and the (4) four school districts in the community with holding the assigned at-risk youth offenders accountable for their delinquent behaviors.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Juvenile Probation Boot Camp Program Director

Exercises supervision of juvenile offenders

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Provide care and supervision for offenders with crisis; May administer First Aid, CPR, and various medications when needed
2. Leads and participates in physical training drill exercises; Provide wrap around services upon arrival, assisting the offender with transitions, Ensures juveniles adherence to facility rules and safety requirements. Enforces rules established by the Boot Camp Advisory Board.
3. Maintain continuous communication with staff, parents and outside agencies involved with the offender. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public. Analyzes data and prepares reports;
4. Check in with offenders frequently to prevent crisis situations. Follow- up and process with the offender to prevent further crisis situations and complete documentation;
5. Inspects juveniles appearances; Inspects classrooms for contraband; Monitors juveniles attendance; Controls juvenile offenders movement within the facility; and restrains juveniles when required;
6. Ensures Department compliance with all federal, state and local laws as they pertain to juveniles; Completes and updates logs and forms. Maintains confidentiality and security of all Juvenile Probation Boot Camp information at all time
7. Performs other related work duties as assigned by a supervisor.

17. **OTHER FUNCTIONS:** Regular attendance is an essential job requirement.

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Leadership techniques;  
Safety requirements necessary in a controlled environment;  
Proper English usage, spelling, grammar and punctuation;  
Personal Computer skills;  
Standard office policies, procedures, and equipment;  
Applicable laws as related to the operation of the agency;  
Bastrop County policies and procedures;  
Rules established by the Boot Camp Advisory Board.

**Ability to:**

Perform drill exercises as required by juvenile offenders;  
Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Maintain good moral character;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 50 pounds; Frequent climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations; Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:** \_\_\_\_\_

Prior military experience is preferred.

#### **Education:** \_\_\_\_\_

High School diploma or equivalent.

#### **Licensing:** \_\_\_\_\_

Possession of a valid Texas driver's license.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*