IVINS CITY JOB DESCRIPTION
EMT – ADMIN ASST

DEPARTMENT:	PUBLIC SAFETY	FLSA: NON-EXEMPT
DIVISION:	EMS	REVISED: 10/2016

GENERAL PURPOSE:
Performs a variety of emergency medical response duties as needed to provide at-the-scene medical care, intermediate life support services, and emergency medical transport. Also provides general administrative support for the Fire and EMS Divisions of the Public Safety Department.

SUPERVISION RECEIVED:
Works under the direct supervision of both the Fire Chief and the EMS Coordinator and the general supervision of the Public Safety Director.

SUPERVISION EXERCISED:
None.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

AEMT Duties:

1. Administer first-aid treatment and intermediate life support care to sick or injured persons in pre-hospital setting.
2. Operate equipment, such as EKG's, external defibrillators and bag-valve mask resuscitators, in advanced life-support environments.
3. Assess nature and extent of illness or injury to establish and prioritize medical procedures.
4. Maintain vehicles and medical and communication equipment, and replenish first-aid equipment and supplies.
5. Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment.
6. Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management and heart monitoring, prior to and/or during ambulance transport.
7. Administer drugs, orally or by injection, and perform intravenous procedures under a physician's direction.
8. Comfort and reassure patients.
9. Coordinate work with other emergency medical team members and public safety department personnel.
10. Communicate with dispatchers and treatment center personnel to provide information about situation, to arrange reception of victims, and to receive instructions for further treatment.
11. Operate ambulance under emergency and normal conditions to transport accident victims and emergency medical patients to hospitals or other health care facilities..
12. Operate office equipment, such as computer, projector, photocopier, fax machine, shredder and telephone system.
13. Other duties as assigned.

Administrative Assistant Duties:

1. Perform general secretarial duties, including the preparation of correspondence, memoranda and reports.
2. Prepare various documents, review content for accuracy and completeness, and make grammatical and technical changes to content, as needed.
3. Review work done by others to check for correct spelling/grammar and recommend revisions.
4. Operate office equipment, such as computer, projector, photocopier, fax machine, shredder and telephone system.
5. Coordinate and schedule public safety training events; schedule appointments and meetings as requested.
6. Attend meetings, as assigned, and take notes.
7. Conduct research and gather data on assigned issues; prepare summary reports of same.
8. Receive incoming phone calls, answer questions, take messages, provide factual information, and refer calls to appropriate individuals.
9. Open, sort, distribute and prioritize incoming mail and email; prepare responses to same as requested.
10. Provide customer service in a friendly manner and provide public with information related to various City services, fees, hours, etc
11. Set up and maintain paper and electronic filing systems for records, correspondence, and other materials; keep the office organized and file documents in a timely manner.
12. Other duties as assigned

QUALIFICATIONS:

Special Qualifications:

1. Must be at least 18 years of age.
2. Must have a valid Utah Driver's License.
3. Must successfully complete an annual physical ability test.
4. Must be willing to respond on emergency incidents as they occur; subject to call out twenty-four (24) hours a day, seven (7) days a week.

Education and Experience:

1. Must have a high school diploma or equivalent.
2. Must have current Utah State Emergency Medical Technician Advanced Certification.

Knowledge:

1. Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Medicine – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
3. Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
4. Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

5. Chemistry – Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
6. Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods
7. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
8. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
9. Clerical – Knowledge of administrative and clerical procedures and systems.
10. Computers/Office Machines – Knowledge of proper use of computers and office machines.
11. Computer Software – Knowledge of, and proficiency in using, Microsoft Word, Excel and PowerPoint.

Skills:

1. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
2. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Speaking – Talking to others to convey information effectively.
4. Coordination – Adjusting actions in relation to others' actions.
5. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
6. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
7. Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
8. Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
9. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
10. Instructing – Teaching others how to do something.
11. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
12. Time Management – Managing one's own time and the time of others.
13. Typing – Must type at least 55 words per minute.
14. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
15. Judgment & Decision Making – Considering the advantages and disadvantages of potential actions to choose the most appropriate one.
16. Organization – Setting up and maintaining paper and electronic filing systems for records, correspondence, and other materials; keeping the office organized and filing documents in a timely manner.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.

2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Written Expression – The ability to communicate information and ideas in writing so others will understand.
4. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
5. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
6. Response Orientation – The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
7. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
8. Arm-Hand Steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
9. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
10. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.
13. Speech Recognition – The ability to identify and understand the speech of another person.
14. Speech Clarity – The ability to speak clearly so others can understand you.
15. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
16. Wrist-Finger Dexterity – The ability to make fast, simple repeated movements of the fingers, hands, and wrists.

WORKING CONDITIONS:

1. Required to perform under adverse working conditions and awkward positions when treating and/or moving patient's at-the-scene and within the ambulance.
2. Moderate to heavy physical activity required; must be able to walk, stoop, climb, twist, bend, run, squat, kneel, and lift heavy weights sometimes over 100 pounds.
3. Required to work outdoors in desert climate conditions.
4. Hazards include being in an ambulance running lights and siren, dealing with confused and agitated patients, working in adverse conditions and at trauma scenes, exposure to diseases.
5. Conditions may require special uniforms or protective clothing/equipment for airborne, blood-borne, body fluid and/or other exposures.
6. Moderate exposure to stress as a result of human behavior.
7. Also required to work in office environment which may include sitting or standing for extended periods while operating assigned equipment or performing assigned tasks.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.