



Position: Office Assistant/Paramedic

Department: Emergency Medical Services, Veterans Service, Emergency Management, Building Maintenance

Classification: Position is based on a 40-hour work week. Covered under the collective bargaining agreement between Pipestone County and AFSCME Local 2424. FLSA non-exempt.

Nature of Work: Position involves serving as an EMT/Paramedic on the Pipestone County Ambulance Association and assuming regular shift(s) as assigned. Duties also include answering phones and general questions, clerical and bookkeeping responsibilities for a variety of departments requiring knowledge of the programs and procedures of each department. Duties include typing and filing, collecting and receipting funds, advising clients as to eligibility for services, and assisting in organization of departmental projects. Work is performed under the supervision of the three department heads and is reviewed and evaluated in progress or upon completion.

Authority: Hired by the recommendation of the respective department heads with County Board approval. Subject to six-month probationary period, pre-employment criminal background check and driving record check. Position is bonded under county blanket bond.

Legislative Requirements: Must maintain current MN EMT Basic certification. Mandated to successfully complete NIMS ICS courses 100, 200, 700 and other compliance courses as directed.

Relationships: Reports orally to department heads on a daily basis.

Basic Qualifications:

- High school diploma/GED
- Minimum of one year post-secondary education in business or administrative assistant, or two years general clerical work experience, or an equivalent combination of training and experience as deemed acceptable by Pipestone County.
- Minimum of current certification as MN EMT Basic required.
- Completion of accredited paramedic program and possess current state certification or ability to obtain within three years of initial hire date.
- Current CPR and ACLS certification.
- Possession of current national registry certification desired.
- Response time maximum of ten minutes from residence.
- Valid driver's license
- Must be bondable
- A veteran of the US Armed Forces is preferred but not required.
- Effective communication and organizational skills
- Basic calculator, bookkeeping and computer training/experience required (Microsoft preferred)
- Personal: Accurate, confidential, dependable. Able to make decisions, to handle work of various departments within one office, and to establish and maintain effective working relationships with various groups and individuals. Ability to respect and maintain confidentiality.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

EMS/EM Job Duties

- Assumes a minimum of one regularly assigned shift as an EMT, providing injury assessment, treatment, and transportation of patients under the supervision of medical personnel.
- Demonstrated knowledge of and ability to perform various medical techniques and operate emergency medical equipment.
- Maintain paramedic certification and demonstrate a proficient skill level.
- Assists in ambulance operations in the absence of the EMS Director. Prepares billings, collects and receipts funds for ambulance services. Assists patients with ambulance billing questions, compiles and reports ambulance volunteer payroll information to Auditor.
- Prepares all correspondence, reports, agendas and notices. Composes some letters. Prepares correspondence for mailing.
- Prepares departmental billing vouchers for submittal to Auditor's Office for payment.
- Maintains files and records for a wide variety of departmental information.
- Collects and maintains information on emergency situations and seasonal awareness campaigns to disseminate to news media and all affected institutions and individuals. Assists in planning and executing details for disaster drills and emergency responder training sessions.
- Attends required training to maintain current knowledge of programs.
- Answers telephone, screens and refers callers and walk-ins, providing information regarding departmental services and policies to a wide variety of individuals and organizations.

VSO assistant duties:

- Interviews, screens and refers callers and walk-in clients. Answers routine questions, referring professional or technical matters to the VSO
- Assists the Veterans Service Officer with veterans and their dependents relative to entitlements and applications for veteran benefits including pension, compensation, hospitalization, education, insurance, and burial benefits. Refers to agencies for non-veteran benefits such as social security, social services and re-employment compensation.
- Assists veterans and dependents in completing benefit applications and claims.
- Coordinates transportation and/or substitute drivers when needed to VA Medical Centers.
- Establishes and updates case folders.
- Assists veteran's dependents and others (funeral homes, social security administration, nursing homes, human services departments) with obtaining records from the Department of Veterans Affairs.
- Prepares all office Accounts Payable and Receivables.
- Maintains adequate amount of office supplies and orders supplies as needed. Also makes sure all equipment is function properly and calls vendor representatives to repair equipment if needed.
- Receives and prepares applications for family members, friends, funeral homes, burial markers and flags and submits the applications to the Veteran Administration Monument Services.
- Assists with community outreach as needed.
- May coordinate Honor Guard for Veteran Funerals
- Maintains private and confidential records for future reference and documentation or verification of actions taken.
- Assists in preparation of the yearly CVSO Grant

Building and Grounds Duties:

- Prepare billing vouchers for department.
- Schedules county meeting rooms, fairground facilities and use of county car.
- Receipts payments for fairgrounds rental and distributes keys, as needed.

- Observes prescribed health and safety precautions in the performance of all tasks.

Additional Duties:

- Performs other related work as directed.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

Physical Requirements: In a typical eight-hour day, this person sits six hours, stands one hour, and walks one hour. Notable physical demands include: (1) occasional bending, squatting, reaching above shoulder level, crouching, pushing, and pulling; (2) frequent lifting and carrying of up to ten pounds; (3) frequent need for verbal and written communication ability; (4) frequent need to hear normal conversation, seeing with far acuity and full field of vision; (5) continuous need to see with near acuity; (6) frequently works around office machinery. EMT duties involve: (1) occasional lifting/carrying of over 100 pounds with assistance; (2) occasional awkward positioning of body to treat patients; (3) manual dexterity to operate medical equipment; (4) occasional use of hands at all levels. Work involves potential exposure to infectious and chemical agents, weather extremes, noise, and heat and requires operation of automotive and rescue equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.