

Office Assistant/Paramedic

Pipestone County is seeking a full-time Office Assistant/Paramedic. This position provides general clerical and bookkeeping duties for the following departments: Ambulance, Emergency Management, Veteran's Service, and Maintenance and assumes a regular shift as an EMT/Paramedic.

Requirements: HS diploma/GED, minimum of 1 yr post-secondary education in business or administrative assistant or 2 years relevant work experience or equivalent combination. Current MN EMT Basic certification; Current MN Paramedic certification or ability to obtain within three years of initial hire date. Current CPR and ACLS certification. Must meet 10 minute response time to Ambulance garage and possess valid driver's license. Basic calculator, bookkeeping and computer skills. A veteran of the US Armed Forces is preferred but not required. Successful candidate must pass pre-employment criminal background check and driving record check upon conditional job offer.

2019 Pay Range: \$19.77 – 26.69/hr.

Applications available from Human Resources, Courthouse, 416 S Hiawatha Ave, Pipestone, MN 56164, or at www.pipestone-county.com. Resumes not accepted in lieu of applications. Application must be received by 4:30p.m. on May 30, 2019. EEO/AA