



# Employment Opportunity

Kittitas County, Washington

**POSTED: 3/5/2019**

**CLOSES: Open Until Filled**

## EMS ASSISTANT

The current vacancy in Emergency Medical Services (EMS) is a full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. The EMS Assistant provides administrative office support and EMS and public training support services to the Kittitas County EMS Division under the direction and supervision of the EMS Coordinator. Anyone who meets the qualifications stated below may apply. Screening will commence on 3/12/2019 and continue until a suitable candidate has been found.

**SALARY RANGE:** \$2,898- \$3,900 per month.

### ESSENTIAL FUNCTIONS

**Completes tasks related to clerical support of the Kittitas County EMS Division. Utilize computer applications for data collection and documentation. Maintain effective communications with supervisor, and all members of the EMS system as related to support role.**

- **Clerical** – provide clerical and coordination support for EMS programs including initial and ongoing training, Training Site functions, public education, quality assurance, and special projects. Maintain records management system for database records management, data collection, and data submission, proper storage, retrieval, and disposal of designated records.
- **General Administration** - Substitute for EMS Coordinator when required and provide depth for essential functions. Become familiar with existing EMS protocols, procedures, policies, laws, and overall EMS System in order to serve as an informational resource for EMS providers, agencies, students, and the public.
- **Training** – Set up for EMS training & public education events; cleanup afterwards – these functions will involve hauling and lifting of equipment; provide instructional components when qualified.
- **General Equipment** – Operate and maintain all office equipment and necessary training equipment; manage inventory of equipment and disposable supplies.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

### MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- One year general office experience with knowledge of Microsoft Office computer programs.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Kittitas County is an Equal Opportunity Employer

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## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Must be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Must maintain confidentiality and be able to work independently.
- Strong organizational and multi-tasking skills.
- Strong verbal and written communication skills and ability to comprehend and follow verbal/written instructions.
- Ability to maintain excellent public relations with consistency while serving a diverse population.
- Ability to cooperate and interact professionally and effectively with co-workers and members of EMS System.
- Reliable attendance.

## **PREFERRED QUALIFICATIONS**

- Emergency Medical Technician (WA State Certified EMS Provider)
- WA State Certified EMS Evaluator (Ideal - MPD approved instructor)

American Safety & Safety Institute or American Heart Association BLS Instructor to support EMS and public education/programs

## **WORKING CONDITIONS**

Work is typically performed in an office environment, but could include others such as vehicles, public meeting locations, medical facilities and private residences. Must be able to stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and ascend/descend stairs. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 30 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

Travel throughout the county and the local region is required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties but will be reimbursed for mileage.

The standard workweek is Monday-Friday, 8 AM-5PM; however, at times (sometimes weekly) there are variations in working hours that will include occasional evening and weekend work. Modification to workweek is planned in advance. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two Professional References