

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-147**


BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee to approve revisions to the following job descriptions:

1. EMS Secretary

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 27 August, 2013


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk

Hardin County Fiscal Court Job Description

EMS Secretary

August 27, 2013

EMS

Pay Grade 3

Job Summary

The Emergency Medical Services Secretary is responsible for providing secretarial and administrative support to Hardin County EMS and other agencies located within the Emergency Services Center. Work is performed under general supervisory guidelines and requires the use of independent judgment in the completion of assigned duties. Duties require thorough knowledge of the various operations of the EMS Department.

Major Essential Duties

- Receives visitors to the Emergency Services Center
- Answers incoming calls and directs them to the appropriate department or records messages for return calls.
- Compose correspondence and reports; proofread and edit correspondence, reports, or other written communications.
- Establishes and maintains files for the EMS Director and other EMS Command staff.
- Gather information and materials for reports or other special projects and assignments
- Receives invoices and packing slips or work orders and prepares these for proper payment by Finance Department.
- Prepares Purchase Orders for EMS
- Orders, distributes, and tracks all uniforms for EMS personnel.
- Establishes and maintains records related to all EMS purchases.
- Assists in completing initial Workers Compensation reports, tracks and maintains records related to employee injuries.
- Receives and responds to legal requests for federally protected health information.
- Receives payments to EMS and prepares check register for review and confirmation by the EMS Account Manager.
- Performs second level review to account for the completion of EMS Patient Care Reports
- Monitor and maintain inventory of office supplies; ensure availability of adequate materials to conduct work activities
- Purchases or arrange the purchase of office supplies either online, by telephone, or in person

- Prepare, maintain and update confidential department and personnel files
- Keep EMS Director informed of significant items requiring review or action

Minor Essential Duties

- Distributes public notices to the media
- Prepares mail
- Maintains the office and classroom calendar
- Maintains registration lists for public and agency educational programs.
- Issues textbooks to persons registered for public educational programs.
- Performs other duties as required

Supervisory Responsibility

- None

Relationships

The EMS Secretary performs duties within the EMS under the direct supervision of the EMS Account Manager.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- College credits in related fields preferred
- Prior experience in office and administrative procedures and practices or willingness to learn said practices
- Experience in emergency service operations is preferred

Language Skills

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries
- Possess a thorough understanding of and be able to communicate in the English language

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve Hardin County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator's license
- Must possess CPR/AED certification and complete required recertification training to maintain certification

Other Knowledge and/or Skills

- Knowledge of office practices and administration, proper business English, punctuation, grammar and spelling.
- Ability to use mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to effectively use computers and standard office machines, including:
 - Standard office computer programs for word processing such as Microsoft Word
 - Spreadsheets such as Microsoft Excel
 - Visual presentations such as Microsoft Power Point
 - Access and effectively use the Internet
- Ability to type at a speed necessary for successful job performance
- Ability to manage and accomplish multiple priorities and responsibilities with a high level of accuracy
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Pre-Employment Requirements

- Must submit to and pass a thorough background investigation, which may include the following:
 - Credit history
 - Criminal records
 - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to and pass a pre-employment drug screening test
- Must be a citizen of the United States
- Must be 21 years of age or older
- Must be eligible to become a Notary Public

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc. Focus
on computer screens

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

Work Environment

The work environment described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low to moderate.

Comments

- Must display the following
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Hardin County Administrative Operational Guidelines, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions
- Must have and maintain a telephone at own expense
- Must be able and willing to work varied hours and be available for overtime and emergency call-in.

Dated: August 27, 2013



Harry L. Berry
Hardin County Judge/Executive