

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2014-138**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the EMS Department:

1. Administrative Support Assistant

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 23 September 2014

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Kenneth L. Tabb  
Hardin County Clerk

By:  D. C.

**Hardin County Fiscal Court  
Job Description**

**Administrative Support Assistant**

*September 23, 2014*

**EMS  
Pay Grade 7**

**Job Summary**

The Administrative Support Assistant provides administrative support for the Emergency Medical Services Department, as well as maintaining supplies needed for EMS to run effectively and efficiently. This position also serves as Training Coordinator and Payroll Designee for EMS. This position requires very good organizational skills and multi-tasking on a daily basis. This position operates under the direct supervision of the EMS Director.

**Major Essential Duties**

- Orders all needed medical supplies for EMS
- Maintains records/invoices for all received inventory
- Organizes and restocks medical areas
- Serves as the Payroll Designee for EMS including; comparing Daily Time Records prepared by shift supervisors with time clock entries for accuracy, maintaining vacation/sick time records and preparing bi-weekly payroll information for submission to Finance Department
- Receives invoices and packing slips or work orders and ensure they are properly coded and signed by EMS Director prior to submission to Finance Department
- Coordinates completion of Departmental Workers' Compensation paperwork to submit to HR/Safety Coordinator for processing
- Works with HR/Safety Coordinator and Shift Supervisors to coordinate Transitional Duty Program at the EMS Department
- Serves as Training Coordinator including; responsible for scheduling departmental training to meet or exceed mandated requirements, maintaining training rosters, class documentation and personnel training files including all AHA rosters and evaluations for CPR, ACLS and PALS classes
- Works with supervisors to ensure correct leave/time off paperwork is completed on all employees.
- Ensures EMS is in compliance with Medicare paperwork updates.
- Works with the EMS Director to ensure the department complies with all federal, state and local regulation and requirements.
- Works closely with HMH, other hospitals and long term skilled care facilities to ensure paperwork is filled out correctly
- Perform any other duties assigned by the EMS Director

### **Minor Essential Duties**

- Maintains relationships with vendors, which include receiving quotes for new equipment and updates on existing equipment
- Reviews appropriation reports for accuracy
- Coordinates community affairs, career day, and works with organizations requesting a visit or a tour group
- Responsible for all scheduling of the Training Rooms
- Coordinates AED preventative maintenance for all Hardin County Fire Departments

### **Supervisory Responsibility**

- None

### **Relationships**

The Administrative Support Assistant performs duties with the Emergency Medical Services Department under the direct supervision of the Emergency Medical Services Director.

### **Qualifications**

#### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent.
- Experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping

#### ***Language Skills***

- Ability to respond to inquiries and/or complaints from the general public, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Ability to respond to sensitive inquiries

#### ***Mathematical Skills***

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

#### ***Reasoning Ability***

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follows the missions and objectives of the department

#### ***Certificates, Licenses, Registrations***

- Must hold and maintain a valid driver's license
- Must complete CPR training within two (2) months of employment

**Other Knowledge and/or Skills**

- Effective use of computers and standard office machines and posses
  - Knowledge in basic accounting principals
  - Ability to communicate in a clear and distinct manner that is easily understood by the receiving party
  - Ability to maintain a calm professional demeanor under both stressful and undesirable circumstances
  - Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
  - Knowledge of EMS
  - Knowledge of county government operations

**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.
- Reach with hands and arms
- Lift and carry a minimum of 25 pounds

**Occasionally (under 1/3 of regular work day)**

- Stand or walk
- Lift and carry a minimum of 40 pounds

Vision requirements include the ability to read reports, claims, correspondence and insurance policy information.

**Work Environment**

The work environment characteristics described represent 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, Regulations, Protocols and Standard Operating Guidelines, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved: September 23, 2014

  
Harry L. Berry  
Hardin County Judge/Executive