



Pennington County Medical Technician (Non-Exempt A12)

Position Objective:

As a part of a larger medical team, the Medical Technician administers, documents and maintains medication inventory while observing and maintaining the requirements of security within the Pennington County Jail. Medical team members provide inmate services in an orderly, respectful, and disciplined manner, consistent with the professionalism expected of all Sheriff's Office employees.

Essential Functions:

- Ensuring medications are properly stored, ordered and available for nursing staff.
- Administering prescribed treatment and medication to inmate/client at any PCSO facility as needed and medically required within licensing authorization.
- Recognizing and reporting the signs and symptoms of a potentially emergent situation.
- Maintaining accountability and properly documenting all medication administered to facility specifications.
- Complying with all applicable work rules and policies.
- Participating in staff meetings, in-service training, and maintaining certification as required.
- Maintaining patient privacy and confidentiality of medical records.
- Performing additional duties as assigned.
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This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required; preference given to those with Medication Administration Certification.
- Preference given to those with health care experience.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements:

The work is typically performed while intermittently sitting, standing, stooping, bending or crouching. The employee frequently lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color, and utilizes the sense of smell.