Pennington County Sheriff’s Office Job Description

Job Title: Paramedic
Division: Jail
Reports To: Charge Nurse
Grade: 16
FLSA Status: Non-Exempt
Approved Date: 2/28/12

Job Summary
This position provides paramedical care for inmates in the county jail.

Essential Duties and Responsibilities
- Performs initial medical assessment of inmates.
- Responds to and treats inmate and employee medical emergencies.
- Provides appropriate pre-hospital medical care to include the administration of medication and fluids and monitoring of vitals.
- Implements plans of care developed by medical supervisor.
- Collaborates in the development of care plans.
- Makes arrangements for the transport of inmates to the hospital as appropriate.
- Completes all required reports; maintains inmate charts and records.
- Orders prescribed medications, supplies and equipment.
- Verifies the identification of inmates prior to the administration of medication or other treatments.
- Assists physicians and dentists with patient care.
- Responds to inmate medical requests; makes assessments; determines the need for referrals; administers treatment.
- Assists correctional officers as needed.
- Performs related duties.

Minimum Requirements
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain appropriate state EME certification.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.
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Working Environment
The work is typically performed in a jail. The 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.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.