

# **CLERK/EMS RESPONDER**

## **Tompkins County**

**Department:** Village of Groton

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 2/6/95 Groton Board

**Revised:** 9/24

**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND a Certified Responder in the medical field, having obtained a level of at least EMT-B.

### **SPECIAL REQUIREMENTS:**

Appointees will be required to maintain at least the level of EMS training they were hired at. Appointees will be required to maintain the appropriate State or National Certification (depending on level) as required by the Village.

A valid NYS Driver's License will be required at time of application and must be maintained throughout employment

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the performance of a variety of systematized clerical tasks, and when requested the incumbent responds and provides emergency medical care along with the Fire Department ambulance crew. The incumbent is given instructions for new or difficult assignments and supervised by personal observation, review of work in progress or upon completion, and of production records and reports. The work is performed under the supervision of the EMS Administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Reviews documents for accuracy and completeness according to procedures and instructions;
- Sorts large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number and assigns sequential numbers to each set;
- Receives incoming unit mail, date stamps and routes to appropriate individual or location for action;
- Receives time cards and enters into computer for weekly payroll;
- Prepares bank deposits as required;
- Issues notifications to affected individuals on specific agency program actions per established procedures;
- Codes various transactions for computer input from source documents per established coding systems;
- Checks arithmetic accuracy of certain calculations;
- Posts receipt of payments for various routine program activities to individual accounts;
- Compares computer printouts with other records for discrepancies, checks source documents to identify the source of error and notes appropriate corrective action for supervisor;
- Obtains and confirms routine data by telephone or form letter and posts results;
- Searches for and/or compiles pertinent information and data;
- Logs receipt of various documents, applications, and forms;
- Alphabetize folders and other records;

- Maintains a file of unit correspondence, various transaction, records, and related materials;
- Answers routine factual telephone inquires and/or refers callers to appropriate office of individual;
- Prepares routine forms and correspondence in response to inquiries;
- Orally provides information to individual members of the public on procedural requirements for various routine program transactions;
- Answers questions from individual members of the public while performing work at a counter or information station;
- May use a standard typewriter keyboard to type correspondence, records and other written materials;
- Responds with ambulance crew when such service is requested by Tompkins County Emergency Control;
- Drive emergency vehicles as needed;
- Provides medical care as per training and protocol;
- Provides medical care on scene and in transport to appropriate medical facility;
- Establishes on-line medical control for further physician direction;
- Responsible for daily inventory of controlled narcotics and other stored medications;
- Checks the ambulance on a regular basis to determine if supplies are properly stocked and that the ambulance is in proper working order; and
- Notifies appropriate fire department officers of items requiring immediate attention.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of office technology, procedures and equipment;
- Working knowledge of business arithmetic functions of addition, subtraction, multiplication and division;
- Ability to follow oral and written instructions;
- Ability to perform clerical operations with number and letters;
- Ability to perform common office record-keeping tasks;
- Ability to perform close detail work involving considerable visual effort and strain;
- Ability to provide basic patient care (i.e. patient assessment, oxygen therapy, fraction splinting and stabilizing, traction splinting, cervical immobilization and shock treatment);
- Ability to provide advanced emergency medical procedures including, but not limited to, intravenous therapy, cardiac monitoring, endotracheal intubation and administration of approved drugs, narcotics, and medications is preferred;
- Ability to communicate both verbally and in writing with other ambulance crew members, hospital staff, chief officers and county dispatchers;
- Ability to document and fill out appropriate forms for all patient interactions; and
- Physical conditions commensurate with the demands of the position.

Created 2/6/95

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