

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MEDICAL ASSISTANT

<b>JOB CODE: 37150</b>	<b>PAY GRADE: 08</b>	<b>PAY RANGE: \$33,762 - \$54,019</b> <b>STARTING PAY: \$37,440</b>
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### GENERAL DESCRIPTION

Under the general direction of the Assistant Director of Nursing provides assistance to medical staff, within the scope of their certification, and provides care to inmates in a correctional setting, while observing and maintaining the requirements of security. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Schedules patients at the start of the day and modify schedules as necessary
- Conducts vital signs, height/weight, and obtains essential information for the chart
- Prepares exam rooms in advance of the next patient
- Assists with patient examinations and treatments
- Performs basic laboratory procedures and collects routine laboratory specimens as directed
- Performs administrative duties including order transcription
- Utilizes diagnostic equipment as directed
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

### QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- One (1) year experience as a medical assistant
- Certified or Registered Medical Assistant in the State of Florida
- CPR-Basic Life Support



- Must possess a valid Florida driver's license
- Data entry accuracy score of 80%
- Typing speed of 25 wpm

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work independently on complex and confidential tasks and to maintain medical confidentiality and security of health records and medical information
- Ability to interact and communicate effectively and courteously with co-workers, other agencies and the public
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

Physical abilities listed below may have estimates listed of time spent during a typical work day to perform essential functions and responsibilities. Members in this position must be able to perform the following:

- Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye
- Hearing acuity, single hearing levels should not exceed 25 decibels at either 500 Hz, 1000 Hz, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Must be able to climb stairs for fire drills, Code 99, and other purposes
- Must have full range of motion to administer medical attention and perform CPR on the floor and in other confined areas
- Must be able to pass the annual skills assessment
- Sit up to 3 hours per day
- Stand up to 3 hours per day
- Walk up to 6 hours per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 75 lbs.
- Continuously bend, reach, or twist
- Occasionally squat or kneel