

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MEDICAL ASSISTANT

<b>JOB CODE: 37150</b>	<b>PAY GRADE: 5</b>	<b>PAY RANGE: \$26,000 - \$40,320</b>
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### GENERAL DESCRIPTION

Under the direct supervision of an attending medical physician and/or medical ARNP, 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

- Schedule patients at the start of the day and modify schedules as necessary;
- Conduct vital signs, height/weight, and obtain essential information for the chart;
- Prepare exam rooms in advance of the next patient;
- Assist with patient examinations and treatments;
- Perform basic laboratory procedures and collect routine laboratory specimens as directed;
- Perform office duties including order transcription;
- Utilize diagnostic equipment as directed;
- 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 Diploma or G.E.D.
- Certified Medical Assistant in the State of Florida
- CPR-Basic Life Support
- One year experience as a medical assistant
- Must possess a valid Florida driver's license



## 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

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 2 hours per day
- Stand up 8 hours per day
- Walk up 8 hours per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 100 lbs.
- Continuously bend, reach, or twist
- Occasionally squat or kneel