

# 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>
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### GENERAL DESCRIPTION

Under the direct supervision 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

- 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 administrative duties including order transcription;
- Utilize diagnostic equipment as directed;
- Participates in Sheriff's Office recruitment and community relations activities 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 work.

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. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND
- One (1) year experience as a medical assistant
- Certified or Registered Medical Assistant in the State of Florida

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- CPR-Basic Life Support
- 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**

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, 1000, 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