

# Sumter County Office of Human Resources



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**Sumter County**  
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**Sumter County is Presently Seeking**  
**Basic Emergency Medical Technicians for the Emergency Medical Services Department**  
**Starting Salary DOQ**

**Examples of Work Performed:** Under regular supervision, responds to emergency medical calls promptly, providing patients quality medical treatment and transportation to appropriate medical facilities. Completes required records and performs routine maintenance of equipment and vehicles. Responds to emergency calls, providing basic life support treatment and first aid to patients as well as transportation to appropriate medical facility. Obtains patient medical history if possible, assesses physical condition of patients and assists in making decisions regarding proper courses of action. Performs such duties as CPR, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen administration and sterile suctioning and blood sugar checks. Performs all duties in accordance with established medical protocol, policies and procedures. Operates an ambulance and a wide range of life-saving/life supporting equipment, tools, generator, safety gear, siren, medical instruments, radio, supplies and a variety of office equipment. Maintains radio communications with dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions involving patient care. Provides instructions to first responders and bystanders in the use of first aid equipment. Assists in securing accident scenes as necessary, performing such duties as gathering information, preserving evidence and assisting with auto extrication. Completes required records and forms documenting patient treatment. Assists with the inspection and maintenance of emergency vehicles and the performing of daily supply and equipment inventory; restocks and cleans/decontaminates equipment in preparation for subsequent medical responses and shifts. Attends in-service training as required to maintain certification, as well as other meetings as required. Receives, reviews, prepares and/or submits various documents including daily logs, vehicle maintenance logs, charge tickets, supply order forms, patient treatment and insurance records, inventory lists, expense forms, check sheets, incident reports, Coroner's reports, memos, etc. Interacts and communicates with various groups and individuals such as the immediate supervisor, Emergency Services Director, co-workers, other County department staff, law enforcement personnel, SC Wildlife Department officers, rescue squad personnel, fire department personnel, Coroner, Solicitor, attorneys, public utility workers, patients and their families, hospital staff, news media, life guards, DHEC inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologists, Poison Control Center personnel, etc., and the general public. Assists with new employee orientation/training. Maintains cleanliness of ambulance as needed. Performs general housekeeping of station. Participates in public relations activities as necessary. Performs related duties as required. Reports to the Paramedic and/or Crew Chief.

**Required Knowledge, Skills & Abilities:** Has knowledge of the functions, plans, and administration of the Emergency Medical Services Program. Has sufficient knowledge of the operations and activities of all County departments in relation to the specific duties of the EMT. Has comprehensive knowledge of and skill in first aid and basic life support methods and theories. Knows how to maintain emergency vehicles and related equipment, supplies and materials. Has knowledge in all proper techniques used by EMTs. Has knowledge of protocols and the appropriate use of same. Is knowledgeable of medical terminology as related to pre-hospital treatment and medicine, and is able to interpret and use legal terminology as required. Is able to recognize signs and symptoms of various illnesses. Is able to make sound, educated decisions that affect lives. Is able to show a high level of discretion and flexibility in daily operations. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Is able to provide assistance to co-workers as needed. Is skilled in the compilation of various records and related information. Is able to communicate in a firm and tactful manner with various agencies, members of the public and County departments and is persuasive in such communication. Is able to utilize and maintain various tools and equipment as necessary in the completion of daily activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Must be able to lift and/or carry weights of 200 pounds or more, including moving patients to safety or onto stretchers.

**Minimum Requirements:** Requires high school diploma and EMT basic certification supplemented by five to eleven months of EMS experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be in good physical health. Must possess a valid state driver's license and a satisfactory driving record.

**Benefits:** One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

**Qualified applicants interested in applying should:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

Fax cover letter, résumé and application to (803) 774-2827

**Or**

E-mail cover letter, résumé and application to [tjefferson@sumtercountysc.org](mailto:tjefferson@sumtercountysc.org)

**Open Until Filled**

**EEO/AA**

**DRUGS DON'T WORK**