

November 2, 2017

NOTICE OF JOB OPENING

POSITION: Administrative Asst/EMT Ambulance Attendant

UNCLASSIFIED

Salary: \$12.02 – 16.83 hourly (DOE)

Opening Date for all Applicants: November 2, 2017

Closing Date for all Applicants: November 13, 2017

JOB DESCRIPTION

This is a full-time position with the Mineral County Fire Department. Duties include responding by ambulance with a partner to emergency calls, assess the situation, obtain medical history & physical examination of the patient, provide emergency medical care at the scene and during transport, utilize necessary medical equipment to treat patients and ascertain the extent of injury or illness. Administrative duties include general clerical duties, database management, daily vehicle operation checks, station maintenance and coordination of everyday fire and ambulance activities.

QUALIFICATIONS

1. Must be at least 18 years of age, High School diploma or GED.
2. Must possess a valid Nevada Class "C" driver license with an acceptable driving record.
3. Must be currently certified as a Nevada or National Registry EMT-B EMT-I preferred.
4. Must possess, or have the ability to obtain a current State of Nevada, Department of Human Resources, Division of Health Ambulance Attendant license. (Must be obtained immediately after employment).
5. Must be computer literate and possess various office clerical skills.
6. Must possess a positive working relationship with volunteer fire and ambulance personnel and the general public.

Applications are available at the **Mineral County Fire House**, 418 Mineral Way, Hawthorne, NV, (775) 945-2497 or the **Mineral County Recorder-Auditor's Office**, 105 South A Street, Hawthorne, NV 89415, or call (775) 945-3676 for more information. You can also visit our website at mineralcountynv.us.

Mineral County will require successful applicants who are offered employment to consent to a pre-employment drug screen. Position is also "Safety Sensitive" and subject to random drug screenings.

Mineral County is an Equal Opportunity Employer.

Accommodations for disabled applicants can be arranged by calling the Fire Department at (775) 945-2497.

Mineral County is a Drug and Alcohol Free Workplace.