

# Jeff Davis County Board of Commissioners

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## Jeff Davis County Job Description

**Title:** Paramedic

**Department:** Jeff Davis County Emergency Medical Services (EMS)

**Starting Pay:** To be discussed upon hiring

**Job Status:** Full Time

**Summary:** Under the general direction and supervision of the Director of County Emergency Medical Services and Assistant Director, the Paramedic is to support the emergency medical operations of the EMS. This position will work closely with other EMS Staff, the Consolidated City/County Fire & Rescue Department, law enforcement officers, E-911 dispatchers, and residents of Jeff Davis County. This position reports directly to the EMS Director.

**Supervisory Duties:** Supervision of EMTs during medical transport

### Duties and Responsibilities:

1. Ability to perform work as described as the scope of practice for paramedics with the Georgia Department of Public Health
2. Will work long hours and in close corners with others
3. Coordinate with other emergency operations departments concerning accidents and work
4. Keep vehicles clean and sanitary
5. Complete paperwork and other clerical work as it pertains to patients
6. Perform on site care for residents of Jeff Davis County
7. Drive several hours for transfers outside of Jeff Davis County
8. Cleaning of common areas and bedrooms
9. Other duties as assigned
10. Will work 24 hour shift with a 24 hour "call shift" immediately following

**Minimum Qualifications:**

1. Certified Paramedic
2. Be 18 years of age
3. Pass a Background Check
4. Pass a Drug Screen
5. Possess a valid driver's license
6. Courteous manner and ability to work with the public
7. Trustworthy
8. Good sense of directions
9. Ability to work as a team
10. Ability to lift 100 pounds

**Preferred Knowledge and Abilities:**

1. One year of experience as a paramedic or two years of experience as a EMT preferred
2. Experience working and caring for the elderly and sickly
3. Patient and good with people

**Job Posting Contact:**

Edwin Williams  
Director of Emergency Medical Services  
[Edwin.williams@jeffdaviscountyga.gov](mailto:Edwin.williams@jeffdaviscountyga.gov)

**Applications Due:**

**USPS Mail**  
Jeff Davis County  
P.O. Box 609  
Hazlehurst, GA 31539

**Hand Delivered**  
Jeff Davis County  
Jeff Davis County Courthouse, Suite 101  
14 Jeff Davis Street  
Hazlehurst, GA 31539