

POTTER COUNTY SHERIFF'S OFFICE
EMPLOYMENT OPPORTUNITIES
AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Sheriff's Office needs a qualified individual to fill the following position. If you are interested in this position and feel that you are qualified and feel you are qualified, **you can find an application at www.pottercountysheriff.org or pick one up at the Sheriff's Office, 608 S. Pierce, Amarillo, TX 79101.** Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: MEDICAL OFFICER – Potter County Sheriff's Office

DEPARTMENT: SHERIFF
DIVISION: DETENTION
POSITION: MEDICAL OFFICER
SUPERVISOR: MEDICAL SUPERVISOR

JOB DESCRIPTION:

The medical officer provides immediate and long term healthcare needs for inmates in the custody of the Sheriff. Must possess a working knowledge of the specialty areas of medical protocol such as public health, infectious disease, emergency medicine, OB/GYN and mental health. Provide care for difficult patients and issues of intensive medical care.

EXAMPLES OF TASKS PERFORMED:

1. Provides both emergency and non-emergency medical care to inmates.
2. Administers prescribed medications.
3. Observes and assesses health needs of inmates.
4. Participates in planning and implementation of all health care for inmates.
5. Medically clear inmates in booking area.
6. Responds quickly to calls for assistance to all areas of the Detention Center as directed by central control or as needed.
7. Charts in medical files.
8. Recording and TB testing of inmates.
9. Provide blood draws as ordered by contract physician or court order.
10. Maintains records of drugs and medications
11. Assist in medical care plans of inmates.
12. Performs related work as assigned.

REQUIREMENTS:

Must be a State of Texas Licensed Registered Nurse, Licensed Vocational Nurse, or Licensed EMT-P. Must be able to pass state jail standards training and test for licensing as a corrections officer.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of office rules, regulations, policies and procedures
- General emergency provider knowledge
- Ability to function safely and effectively within a correctional environment
- Ability to work in high stress situations
- Knowledge of security procedures and techniques
- Knowledge of psychiatric/mental health problems
- Communicate effectively both verbally and in writing
- Use of medical instruments and laboratory equipment
- Conduct physical health assessments
- Establish and maintain effective working relationships with employees

SALARY: \$55,821.12 (FLSA-nonexempt)

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7th Floor, Room 705, of the Santa Fe Building, 900 S. Polk. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirement and qualifications are necessary to apply for the position:

JOB TITLE

TECHNICIAN I

JOB REQUIREMENTS: Knowledge and two (2) years experience in commercial building repairs, HVAC, boiler operation, maintenance, and preventive maintenance, full construction knowledge helpful.

JOB DESCRIPTION: Perform duties pertaining to commercial building repairs, HVAC, boiler operation, preventive maintenance and construction, etc.

Six (6) months introductory period of employment.

APPROVED PERSONAL HAND TOOLS REQUIRED.

JOB DUTIES: Perform work duties in job preparations, electrical, plumbing, preventive maintenance, construction, and HVAC. Computer knowledge required. Make proper decisions and evaluate work to be performed. Establish & maintain safety welfare of all county facilities, etc.

EQUIPMENT USED: All power tools, hand tools, plumbing-sewer machine, extension ladder, scaffold, conventional spray equipment, electrical, HVAC, etc, but not limited to.

REQUIRED: VALID TEXAS DRIVERS LICENSE – In good standing, driving record will be verified.
High School Education Required.

WORK HOURS: 7:30 AM TO 4:00 PM, MONDAY - FRIDAY OR
7:00 AM TO 3:30 PM, MONDAY - FRIDAY
Emergency after hour response, on call duty, and open early duty.

OFF DUTY HOURS: Mandatory On-call schedule required (weekends & holidays), emergency response required.

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Cleaning, Crouching, Climbing, Cutting, Kneeling, Lifting 40 lbs. and over, Digging, Drilling, Handling, Arm and Leg movements
Hearing, Holding, Repairing, Reading, Installing, Sitting, Walking, Squatting, Turning, Unloading, Stooping, Climbing, Crawling, Standing, Driving, Continuous Arm movements.

STARTING SALARY: \$33,633.36 Annually DOE

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

A BACKGROUND INVESTIGATION, INCLUDING A REVIEW OF CRIMINAL HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW

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