

# Sumter County Office of Human Resources



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**Sumter County**  
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**Sumter, SC 29150**

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**Sumter County is Presently Seeking a  
Advanced 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 a high school diploma and EMT Intermediate or Advanced EMT 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:** Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing [peba.sc.gov](http://peba.sc.gov) . An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation.

**Request Assistance:** If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov) .

**Reasonable Accommodation:** Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov) to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

**Qualified Candidates:**

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

**And**

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

**Or**

Email to [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov)

**Opening Date:** 1/12/2023

**Closing Date:** Open Until Filled

**EEO/AA  
DRUGS DON'T WORK**