

GREGG COUNTY HUMAN RESOURCES DEPARTMENT

INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: NURSE/PARAMEDIC/DETENTION OFFICER

DEPARTMENT: SHERIFF'S OFFICE

DATE POSTED: OCTOBER 2, 2018

CLOSING DATE: OPEN

**BASIC QUALIFICATIONS:**

1. Hold a RN, LVN, or Paramedic License.
2. Experience in performing nursing duties/out-patient services.
3. Be able to successfully pass Medical, Psychological, and Drug Screen testing.
4. Must not have any convictions for any Jailable Offenses.
5. Must be able to successfully take and pass TCOLE certification.
6. Only Night shift available 6PM to 6AM.

**EXAMPLES OF JOB DUTIES:**

1. Care for and treat inmates.
2. Administers injections, dresses wounds and incisions.
3. Keeps records of vital statistics and other pertinent data of patient.
4. Gives immunization medicines and injections as directed, including venereal disease care.
5. Cleans and sterilizes instruments and equipment and maintains stock of supplies.
6. Monitor inmates.
7. Any other duties as assigned by supervisor.
8. Supervise in-house inmate work detail.

**SALARY:** \$46,725.00/ANNUALLY

QUALIFIED APPLICANTS MAY APPLY AT THE HUMAN RESOURCES DEPARTMENT, ROOM 109, GREGG COUNTY COURTHOUSE.

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Rita Fyffe  
Human Resources Director

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Date

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