



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025- 031  
EMERGENCY MANAGEMENT  
EMT-PARAMEDIC PRN

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<b>Position Title:</b>	EMT-Paramedic	<b>Pay Level:</b>	\$26.32-\$39.47
<b>Position Open Date:</b>	4/1/2025-Until Filled	<b>Classification:</b>	Non-exempt
<b>Position Status:</b>	Part-Time PRN	<b>Location:</b>	Emergency Management
<b>Supervisor:</b>	Director of Emergency Management		

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**POSITION SUMMARY:**

Responsible for providing emergency medical care services to the community as needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High school diploma or General Equivalency Diploma (GED); AND satisfactory completion of formal coursework as Paramedic; AND three (3) years of EMS experience 2 of which shall be at the Paramedic licensure level.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Valid New Mexico licensure as a Paramedic  
Valid CPR & First Aid certifications  
Valid ACLS, PALS/PEPP certifications

### **MEDICAL REQUIREMENTS:**

Medical Examiner's certification & medical long form.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina and agility to perform emergency medical duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, biohazards, gases, noxious odors, noise, and traffic conditions.

Regular Full-Time Paramedics will work 48-hour shifts. All hours over 40 hours per week will be paid at time and one half to conform with FLSA overtime rules.

### **ESSENTIAL FUNCTIONS:**

- Performs necessary basic and advanced life support on sick, injured, or convalescent persons at the sites of emergencies or en route to hospitals or medical facilities.
- Records event information including patient condition, patient history, treatments, vital signs, and scene observations.
- Observes established basic and advanced medical protocols.
- Supplies patient information to physicians via radio transmission or direct contact.
- Maintains a daily log of responses.
- Maintains inventories of equipment and supplies.
- Operates emergency vehicles en route to emergencies and during patient transport to the hospital.
- Performs equipment maintenance and inspection.
- Performs household duties at the station.
- Participates in drills and attends regular classes.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Symptoms of medical emergencies and of appropriate responses to such conditions.
- Basic mechanical tools, principles, use and limitations.
- Arithmetic computations and formulas.
- Advanced emergency medical procedures and patient assessment techniques.
- Use, operation, and management of applicable equipment.
- Applicable safety codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.

Skill in:

- Evaluating patient's conditions and properly rendering appropriate emergency medical care including administration of emergency medications.
- Safe and effective operation of emergency medications.
- Respond quickly and effectively in emergency situations.
- Communicate effectively in orally and in writing.
- Performing inspection of equipment.
- Following safety practices and procedures.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**