



**Camden County**  
**Emergency Medical Services**  
 330 US Highway 158 East  
 Camden, North Carolina 27921  
 252-510-4050  
 "INTEGRITY, TRUST, AND RESPECT"



**\*INTERNAL\***  
**JOB ANNOUNCEMENT**

**JOB TITLE:** Paramedic  
**DEPARTMENT:** Emergency Medical Services  
**FLSA:** Non-Exempt

**Posting Date:** 5/16/2024  
**Close Date:** Until filled

**Grade 10 – Paramedic**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1872 Base	\$45,185.40	\$46,314.90	\$47,473.20	\$48,659.40	\$49,876.20	\$51,123.60	\$52,401.60	\$53,711.10	\$55,053.90	\$56,430.00
Hourly	\$ 24.14	\$ 24.74	\$ 25.36	\$ 25.99	\$ 26.64	\$ 27.31	\$ 27.99	\$ 28.69	\$ 29.41	\$ 30.14
OT	\$11,296.35	\$11,578.73	\$11,868.30	\$12,164.85	\$12,469.05	\$12,780.90	\$13,100.40	\$13,427.78	\$13,763.48	\$14,107.50
Hol	\$ 1,448.25	\$ 1,484.45	\$ 1,521.58	\$ 1,559.60	\$ 1,598.60	\$ 1,638.58	\$ 1,679.54	\$ 1,721.51	\$ 1,764.55	\$ 1,808.65
Hol - NW	\$ 2,317.20	\$ 2,375.12	\$ 2,434.52	\$ 2,495.35	\$ 2,557.75	\$ 2,621.72	\$ 2,687.26	\$ 2,754.42	\$ 2,823.28	\$ 2,893.85
Sal	\$60,247.20	\$61,753.20	\$63,297.60	\$64,879.20	\$66,501.60	\$68,164.80	\$69,868.80	\$71,614.80	\$73,405.20	\$75,240.00

Starting pay grade: Step 1 – Step 5

Appointments above the minimum grade/step will be made based on the qualifications or prior experience.

**BENEFITS**

- 3.616 hours of paid vacation per pay period (26 pay periods a year). Hours increase with years of service.
- 3.688 hours of paid sick leave per pay period (26 pay periods a year).
- Thirteen (13) paid holidays plus (1) additional paid floating holiday per year.
- County paid benefits: Cigna Healthcare, Dental – MetLife
- Healthcare flex spending account: \$300.00 County contribution based on board approval.
- Voluntary Benefits: Vision, Additional Whole Life Insurance, short-term disability, Cancer & Accident.
- Retirement through the North Carolina Local Government Employees Retirement System. Employee Contribution – 6% and County Contribution – 13.66%
- The County contributes 5% of the employee's annual salary into a 401(K) plan after completing the probationary period of 6 months.
- Merit/Performance increase after 1 year of service.
- Longevity Pay Supplement: After 3 years of creditable service, employees receive an annual longevity payment (as approved by the Board of Commissioners). The amount is based on years of service.
- Tax Deferred Programs: 401(k) and 457(B). Retirement and Health Care deductions are established under pre-taxed provisions.
- Prior Service Credit: Previously accrued sick leave from NC State and NC Local Government agencies will also be recognized.
- Tuition Assistance - \$500.00 annually

**Benefits are based on the 2024-2025 compensation plan and are subject to annual approval.**

**Apply online at:**

[www.camdencountync.gov](http://www.camdencountync.gov)

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) 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 as required.

Updated 10/31/2024



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**Position Summary:** Performs professional advanced life support work performing advanced emergency care, including the administration of life-sustaining treatment to patients on-site and while enroute to a hospital. Work involves responding to the scene of emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. The employee serves as a member of the ambulance crew and is responsible for the medical care administered to the patient. Duties require the exercise of independent judgment and discretion in the assessment and evaluation of patient's condition and in determining and administering proper care and treatment. Tact, courtesy, and firmness are required in all contacts with patients, witnesses, patient's families, and hospital personnel. Employees are exposed to the normal hazards of emergency rescue work, including the risk of exposure to infectious diseases. Reports to an EMS Shift Supervisor.

**Education and Experience:**

- Certification by the State of North Carolina as a Paramedic, or the ability to obtain reciprocity.
- Must possess a valid driver's license.
- AHA ACLS, PALS, BLS within 90 days of hire.
- PHTLS/ITLS must be obtained within 1 year of hire.
- Emergency Vehicles Operations Course or equivalent within 90 days of hire.
- Possession of Hazardous Materials Awareness certification within 90 days of hire.
- Possession of NIMS/ICS 100, 200, 700, and 800 within 90 days of hire.

**JOB DUTIES AND FUNCTIONS:**

- Responds to emergency calls from patients, patient's friends or relatives, law enforcement, and other individuals; obtains information from the patient or relatives concerning history of illnesses or diseases; evaluates the nature of the emergency and patient's condition and determines extent of injury or illness. Most of the patient's information is obtained from Communications.
- Communicates with hospital emergency department personnel to inform them of patient en route to the hospital and relays information concerning the nature and extent of the patient's injury or illness; calls for support or assistance from other emergency service agencies as needed.
- Provides the necessary care and treatment of the patient to include cardiopulmonary resuscitation, suctioning, bandaging, splinting, administering oxygen, treatment of shock, and other emergency care and advanced life support measures in accordance with established procedures.



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- Obtains permission and prepares patient for transport to include such care as stopping bleeding, providing airway for unconscious patients, immobilizing trauma victims, administering antidotes to poison victims, elevating parts of the body, and keeping the patient as calm and stabilized as possible for transport.
- Check ambulance vehicles daily to detect malfunctions and to ensure efficient operation and clean and orderly physical condition, conduct inventory of equipment and supplies and restock ambulance as needed; perform minor maintenance on ambulance vehicles.
- Complete the Ambulance Call Report at the completion of each call or run reflecting data required for insurance, Medicare, Medicaid, and other legal purposes.
- Attends in-service education classes to broaden knowledge and skills in the care and treatment of patients; attends other training programs offered by the State, and county to include fire rescue techniques, high-level rescue, and other emergency and lifesaving procedures.
- Assists in the cleaning and orderly care of the stations.
- Serves as a liaison between the patient, patient's relatives, and hospital personnel; allays fears of the patient and family and elicits cooperation for proper treatment and care.
- Works with all hospital personnel to promote and maintain harmonious working relationships, to provide quality emergency care and treatment of patients, and safe, efficient transportation of seriously ill or injured patients to the hospital for advanced medical care.
- Performs related duties as required.
- Performs other duties as assigned by the emergency medical services Chief, Deputy Chief or shift supervisors.

**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.*

**JOB KNOWLEDGE AND SKILLS:**

- Thorough knowledge of emergency medical equipment and its proper usage.
  - Thorough knowledge of N.C. State Office of Emergency Medical Services and Camden County regulations governing certification and recertification procedures.
  - Considerable knowledge of the geography of the local area.
  - Considerable knowledge of the operation and mechanical aspects of ambulance vehicles and knowledge of and ability to practice good defensive driving.
  - Ability to assess the condition, determine the extent of injury or illness of a patient and respond accordingly by providing the most efficient, quality patient care.
  - Ability to carry, lift, climb, extricate and perform other physical maneuvers involved in rescuing and rendering emergency care to the patients.
  - Ability to learn, understand and apply additional training and education.
  - Ability to gain confidence and secure the cooperation of patients.
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- Ability to assist in the training of Emergency Medical Technician, Advanced EMT and Paramedic students in various phases of emergency medical care and in other job-related duties and assignments.

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- Ability to deal tactfully, courteously, and firmly with patients or their representatives and the public.
- Ability to maintain effective working relationships with other employees.
- Ability to express ideas clearly, orally and in writing.
- Ability to follow protocols and/or directions from medical control when treating patients.

**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 to enable individuals with disabilities to perform the essential functions.

This position must be physically able to perform heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects, including the human body. Requires mental acuity, including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of writing and the spoken word, and the visual acuity to prepare and analyze data and figures, perform accounting functions, operate a computer terminal, operate a motor vehicle, occasionally under emergency conditions, at high speeds for prolonged periods of time; do extensive reading and use measurement devices.

Work is subject to both inside and outside environmental conditions. The employee is subject to hazards in the emergency medical services work, including working in both inside and outside environmental conditions, extreme temperatures, hazardous fumes, dust, odors, mists, and gases, and working in close quarters. Work may expose the employee to human blood or body fluids, and thus the job is subject to the OSHA requirements on blood-borne pathogens.

**Please Note:** A criminal background and driving record check will be conducted and a pre-employment drug test is required.

**Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

***Camden County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

**Equal Opportunity Employer** - Camden County does not discriminate on the basis of race, age, sex, religion, color, national origin, sexual orientation, biological sex, gender identity, citizenship, marital status, veteran's status, disability, handicap, genetic information or any other personal characteristic protected by law.

*Camden County participates in E-Verify. We will provide the Social Security Administration, and if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Please note that we do not use this information to pre-screen job applicants.*

[E-Verify Notice](#)

[Right to Work Notice](#)

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