

EMS – Administrative Assistant (Emergency Medical Services)

Cherokee County, SC

Location

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

Emergency Medical Services

FLSA

EXEMPT



Job Summary

Under the supervision of the EMS Director, the Administrative Assistant provides clerical and administrative support to ensure efficient daily operations of the EMS department. This position is responsible for managing documentation, tracking compliance, preparing reports, and assisting with scheduling and communication. The role requires strong organizational skills, attention to detail, and the ability to work independently in a fast-paced environment.

Essential Functions

Essential Functions	% of Time
Administrative Support: <ul style="list-style-type: none">• Maintain correspondence for the department• Maintain files• Assist with departmental communications	40%
Documentation & Compliance: <ul style="list-style-type: none">• Track certifications, licenses, and training records• Ensure timely updates and renewals• Participate in grant tracking and compliance	20%
Reporting & Data: <ul style="list-style-type: none">• Prepare operational reports• Maintain informational databases• Compile statistical data for leadership• Participate in grant reporting	20%
Operational Assistance: <ul style="list-style-type: none">• Drive EMS vehicles when necessary• Assist on scenes during high census or critical incidents• Perform CPR if necessary• Communicates effectively with dispatch, hospitals, and other public safety agencies	10%
Training and Quality Improvement: <ul style="list-style-type: none">• Participates in training, continuing education, and quality improvement initiatives.	5%
Misc. <ul style="list-style-type: none">• Performs other duties as assigned by EMS Leadership.	5%

Qualifications

Job Requirements

- High school diploma or GED required; Associate's degree preferred
- Proficiency in Microsoft Office Suite and data management systems
- Strong organizational and communication skills
- Ability to maintain confidentiality and handle sensitive information
- Valid South Carolina Driver's License with acceptable driving record
- Ability to obtain Ambulance Operator License within designated timeframe
- CPR certification required (or ability to obtain within 30 days)
- Ability to lift and carry up to 50 pounds independently and assist with heavier loads as needed
- Prior administrative experience in healthcare or public safety setting preferred

Performance Requirements

Knowledge Of:

- Office administration practices and procedures
- Recordkeeping and compliance tracking
- Basic emergency response protocols and CPR
- Effective communication and customer service skills
- Ability to prioritize tasks and meet deadlines

Other Information

Working Conditions

Primary Work Location: Cherokee County EMS Operations
213 Alma St. Gaffney, SC 29340

Physical Demands:

- Must be able to lift and carry up to 50 pounds independently and 200 pounds with assistance
- Frequent standing, walking, bending, kneeling, and reaching
- Ability to operate in confined spaces, adverse weather, and high-stress environments
- Visual and auditory acuity sufficient to assess patients and operate emergency vehicles safely
- Must be able to wear personal protective equipment (PPE) as required

Environmental Conditions:

- Office, emergency scenes, and public environments
- Exposure to bloodborne pathogens, communicable diseases, and hazardous materials
- May be required to respond to emergencies during nights, weekends, or holidays
- Subject to extended hours during major incidents or disasters

Mental Demands:

- Time pressures, emergency situations, frequent change of tasks
- Performing multiple tasks simultaneously
- Working closely with others as part of a team
- Stressful and high-pressure environments
- Training, documenting, and multitasking

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

The Administrative Assistant is expected to protect the privacy of all patient information in accordance with the County's privacy policies, procedures, and applicable laws. Access to protected health information is limited to the extent necessary to complete assigned job duties. Violations may result in disciplinary action up to and including termination.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.