

# **LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST**

**GRADE: 09**

## **GENERAL DESCRIPTION**

Performs routine (journey-level) radiological work. Work involves performing a variety of diagnostic x-ray and ultrasound procedures to obtain and record interpretable diagnostic information for medical staff. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Operates radiological, magnetic imaging, and ultrasound equipment to produce images of the body for diagnostic purposes

Coordinates with nursing and medical staff to ensure that appropriate preparatory procedures are performed

Reviews developed x-rays, ultrasounds, sonograms, videotape, or computer-generated information to determine whether images are satisfactory for diagnostic purposes

Uses radiation safety measures and protection devices to comply with policies and regulations and to ensure the safety of patients and staff

Records patient data and treatment records and assists in the preparation of reports

Schedules patients for routine and special radiographic studies

Assists in performing fluoroscopy procedures

Assists in performing specialized radiographic procedures

Assists in reviewing stock levels of needed supplies and equipment

Assists patients to and from treatment areas and positions patients for scan, x-rays, and other diagnostic procedures

May clean, repair, maintain, and make adjustments to instruments and equipment

Performs chest x-rays on pediatric and adult clients

May be required to transport patients to various clinics across the county, occasionally out of county travel is required

Performs other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

## **Experience and Education**

One to three (1-3) years of experience as a radiological technologist, medical assistance or related field required. Graduation from a standard senior high school or equivalent plus vocational and/or technical training in radiological work, medical assistance or related field; Associate's degree in radiology or related major is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

## **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Certified as a Limited Medical Radiologic Technologist (LMRT) required

Employee may be required to receive immunizations recommended by the ACIP, ACP, and DSHS based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines). TB skin testing is required.

## **Knowledge, Skills, and Abilities**

Knowledge of the techniques and principles of radiography

Knowledge of anatomy and physiology as they pertain to patient positioning in radiology

Knowledge of x-ray film developing process, ultrasound examination procedures, and generation and control of x-radiation as it relates to the techniques and principles of radiography

Skill in the operation and care of x-ray machines, ultrasound equipment, and other related equipment

Ability to administer injections and solutions and interpret x-ray tube rating and cooling charts

Ability to operate computers and related computer applications

Ability to maintain records and to communicate effectively

Ability to work other than normal or scheduled hours including weekends and holidays

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

CLASSIFICATION COMMITTEE REVIEW:

1. Norma G. Garcia SEP 08 2011  
COUNTY TREASURER DATE
2. [Signature] 9/8/2011  
HUMAN RESOURCES DIRECTOR DATE
3. [Signature] 09/08/2011  
COUNTY BUDGET OFFICER DATE

APPROVE CREATION/REVISION  YES  NO

APPROVE CREATION/REVISION  YES  NO

APPROVE CREATION/REVISION  YES  NO

## **CLERK III**

**GRADE: 05**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock and inventory, and maintaining files; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding procedures and policies, assists the public and staff in filling out forms, and assembles and mails information packets

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data; and may compile and tabulate data, and prepare charts, graphs, and tables

Maintains files, materials, and supplies

Opens, stamps, classifies, sorts, and routes mail, and maintains records on postage, registered mail, and packages

Performs data entry, retrieval, and data searches

Receives, stores, and issues stock items

May perform arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive and forward payments to the appropriate agency staff

May screen applicants, administer employment tests, and assist in orienting employees

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for repairs and services

May inspect merchandise for quality and compliance with specifications

May deliver or pick up documents, supplies, equipment, or materials

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to Three (2-3) years experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Vocational training is preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of warehousing procedures; of purchasing policies and procedures; of records administration and maintenance techniques and procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain records, files, and reports; and to transfer stock from one location to another

### **Registration, Certification, or Licensure**

May require a valid driver's license

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.



The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

