



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Registered Nurse II	Job Code:	300100	Job Grade:	FM
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	8049
				WC Code:	8833
Division:	Various	CS Code*:	A, B, C, D, or C-JD	EEO Code:	B08

Summary of Functions: Performs health screening and assessment services, initiates treatments and/or immunizations per approved protocol; and provides education and counseling to patients and other professionals.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Obtains medical histories, performs physical assessments and investigations.	35	E
2. Administers appropriate treatment and/or immunization and obtains laboratory specimens.	20	E
3. Conducts comprehensive educational counseling to patients and other professionals.	20	E
4. Functions as a preceptor for patients and other agencies.	20	E
5. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited School of Nursing. One (1) year of work related experience as a Registered Nurse.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relations with employees, departments and the general public. Must be licensed as a Registered Nurse in the State of Texas. Must possess a valid Texas Driver's License, with a good driving record. **Note: Based on the needs of the department, employees may be requested to work overtime during their regular schedule and weekends at the advance notice of the supervisor or department head.**

Physical/Environmental Requirements:

Ability to withstand prolonged standing, walking, sitting and the ability to lift up to 25 lbs., unassisted. Ability to travel to various work site locations.

JUVENILE: This position may be located within a secured facility, requires the ability to restrain and/or chase youths and be on-call 24 hours for unit emergencies.

Hay Points/Point Factor:

KH: FI3 – 200, PS: D3 (33%) – 66, AC: D1P – 87, TTL: 353, Profile: +2, KH/PS/AC: 57-19-25*

*Post Jail Transition Review

Supervisor Signature _____	Date _____
Reviewed by Human Resources/Civil Service on _____	Date <u>04/05; 12/06</u>
Approved by Civil Service Commission on _____	Date <u>05/16/05, 1/22/07</u>

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.