



Greene County Position Description



Position Title: Registered Nurse	Department: Jail
Reports to: Director of Nursing	Grade: 19
Date Reviewed: February 2026	FLSA: Non-Exempt

Purpose of Position

The purpose of this position is to provide inmate medical care, under the supervision of the medical supervisor for Greene County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Triage and complete sick calls on a scheduled basis.
- Completion of new admissions- positive intakes.
- Completion of negative intakes/ 14-day RN assessments.
- Assist with Physician/NP clinic.
- Respond to medical emergencies in the jail.
- Prepare and administer inmate medications, insulin, injections, and IV administration.
- Perform dressing changes, phlebotomy, vaccinations, fetal heart tones (FHT), and Diabetic Clinic if needed.
- Obtain records from outside facilities.
- Answer medical phones.
- Participate in ongoing training.
- Complete QM duties as assigned.
- Schedule appointments- when clerk is absent.
- Daily shift report.
- Restraint checks.

Memos & JT reports.

24 hour medical watch follow ups.

Booking calls and fit for confinement.

Weekly VS list and obtaining medication changes related to.

Segregation rounds daily- if doing med pass.

Chart Audits- 8 per month.

Completing dental orders on Tuesdays.

Discharge Planning when chronic care RN is unavailable.

Guide LPNs and CMAs in daily job duties/ task to be completed.

Minimum Training and Experience Required to Perform Essential Job Functions

Must have a valid Missouri RN license or be a GN within first 90 days post-graduation. Must have a valid motor vehicle operator's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria in order to determine need for change; identify and select alternatives.

Ability to communicate effectively with jail administrators, detention officers, physicians/NP, inmates, mental health professionals, jail visitors, RNs, LPNs, and CMAs, and medical supervisor.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, and ratios and present values.

Ability to interpret and present basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing duties such as collaborating and coordinating care.

Physical Requirements

Ability to operate equipment such as a stethoscope, thermometer, otoscope, sphygmomanometer, glucometer, keys, two-way radio, computer and computer programs.

Adequate hand-eye coordination to perform skilled tasks.

Ability to exert physical effort in moderate to heavy work, typically involving picking up, lifting, carrying, pushing, and pulling up to 50 pounds.

Environmental Adaptability

Ability to work under potentially unsafe and uncomfortable situations.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position’s current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature	Date
Supervisor’s Signature	Date

Last Updated: 2/10/2026
 Comments/Sections Updated: Reviewed and approved by management

Last Updated: 3/3/2023
 Comments/Sections Updated: Updated job grade