

VETERINARIAN ASSISTANT

Class Code: 3057

EEO Code: C

FLSA: NE

Pay Range: 116

MAJOR FUNCTION

Skilled technical work assisting the veterinarian in a mobile spay/neuter clinic.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists the veterinarian performing spaying/neutering procedures on dogs and cats. Performs pre-operative and post operative care of animals. Assists with administration of animal medications and routine vaccinations.

Cleans and disinfects kennels and cages; cleans food bowls and litter pans. Cleans floors and walls inside the clinic.

Procures, transports, and unloads supplies and equipment for the clinic. Maintains files and records of vaccine and license certificates. Issues animal licenses and tags.

Trains and supervises volunteers who work in the mobile clinic.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of proper care and handling dogs and cats under stressful situations. Knowledge of veterinarian medical terms and medications.

Ability to handle dogs and cats. Ability to administer medication as directed. Ability to keep records and utilize a computer. Ability to communicate effectively with the public.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from high school or possession of G.E.D. and two years experience working in a veterinarian office assisting with animal spay/neuter surgery; or certification as a veterinary technician.

Possession of a valid Florida Drivers License.

ADA REQUIREMENTS

Physical Demands: Medium work lifting up to 50 lbs and/or carrying objects weighting up to 25 lbs. Stooping, kneeling, reaching.

Mental Demands: Practical application of fractions, percentages, ratio and proportion. Read and understand safety rules, methods and procedures.

Environmental Demands: Mainly inside work.

