

VETERINARY TECHNICIAN

County of Tulare

DEFINITION

Under direction, provides routine paramedical services to animals in the care of Tulare County Animal Services.

DISTINGUISHING CHARACTERISTICS

A Veterinary Technician prepares vaccines and serums for illness prevention, prepares tissue samples, takes blood samples, executes laboratory tests such as urinalysis and blood counts, prepares animals for surgical procedures, cares for the medical needs of impounded animals according to established protocols, cleans and sterilizes instruments and materials in order to maintain equipment and machines.

SUPERVISION RECEIVED AND EXERCISED

Direct and indirect technical supervision is provided by a licensed Veterinarian. General supervision is provided by the Supervising Animal Care Specialist or higher level management.

DUTIES

Checks and monitors the general health of all shelter animals.

Receives injured or sick animals brought to the shelter and makes preliminary assessments by observing the behavior and conditions of the animals and monitoring their clinical symptoms.

Provide information and counseling regarding issues such as animal health care, behavior problems, and nutrition.

Utilize controlled drugs for tranquilization and euthanasia, following appropriate laws and procedures. Prepares logs of controlled drugs used.

Dress and treat wounds and apply bandages or other treatments as prescribed by the Veterinarian.

Conduct general health assessments of animals prior to administering vaccines or treatment under the direction of the Shelter Veterinarian.

Report illnesses, injuries, or other medical issues to the Shelter Veterinarian and work with the Veterinarian to draw up treatment plans and medications.

Bathe animals, clip nails or claws, and brush and clip animals' hair when medically necessary

Prepare treatment rooms and animals for procedures.

Monitor and care for the conditions of animals recovering from offsite procedures.

Prepare and administer medications, vaccines, serums, and treatments as prescribed by a Veterinarian.

At the direction of a Veterinarian, performs laboratory tests on blood, urine, and feces, such as urinalyses and blood counts, to assist in the diagnosis and treatment of animal health problems; collects, prepares, and labels samples for laboratory testing, culture or microscopic examination.

Administer emergency first aid, such as performing emergency resuscitation or other lifesaving procedures.

Prepare animals for surgical procedures in the Clinic and assist the Shelter Veterinarian with various procedures, tests, and treatments.

Assist in the operation of the Clinic, performing duties assigned such as laundry, surgical pack preparation, equipment maintenance, etc.

Assist the Shelter Veterinarian in the care, treatment, and surgical procedures of both shelter animals and animals owned by members of the public in the Clinic.

Assist with public vaccination clinics both on-site and off-site.

Clean and sterilize instruments, equipment, and materials

Provide veterinarians with the correct equipment and instruments as needed.

Take and develop diagnostic radiographs using x-ray equipment.

Maintain medical and treatment records, as well as inventories of pharmaceuticals, equipment, and supplies.

Clean kennels, animal holding areas, procedure rooms, and animal loading/unloading facilities to control the spread of disease.

Maintain instruments, equipment, and machinery to ensure proper working conditions.

Work closely and collaboratively with internal and external programs within the agency and community.

Coordinate necessary medical information and assist staff in selecting animals suitable for adoption.

Assist with shelter-related duties as needed, including cleaning kennels, laundry, or other tasks as needed.

Provides expert witness testimony in court cases related to animal cruelty and neglect.

Maintain medical records and files.

Perform a variety of office, clerical, and accounting duties.

Essential job duties may be assigned that are not listed above but are relative to this job classification. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

Knowledge of:

- Principles and processes for providing customer service.
- Basic math.
- Information and techniques needed to diagnose and treat animal injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Understand chemical composition, structure, and properties of substances and the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques and disposal methods.

Skill/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both clients and co-workers. Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Complete multiple priority projects with strict deadlines.
- Maintain confidentiality of sensitive or personal information. .
- May be needed to work on-call or after hours shifts to respond to Animal Services related emergencies.
- Recognize breed identification.
- Handle animals safely.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicate effectively, both orally and in writing.
- Conduct euthanasia of animals.
- Understand and carry out oral and written instructions.
- Establish priorities, meet deadlines, and remain flexible and tolerant of changes in workload and assignments.
- Write clear, concise, grammatically correct reports, letters, notes, and memos.

Education:

- High school diploma or GED equivalency.

Experience:

- One (1) year of experience working with a variety of animals in an animal shelter, kennel, veterinary office, or hospital.

**** Special Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Complete and pass the department's Humane Euthanasia training course pursuant to Section 2039, Title 16, California code of Regulations, within six (6) months of the date of hire.

Complete all requirements needed to obtain a Veterinary Assistant Controlled Substances Permit per the California Veterinary Medical Board within 90 days of the date of hire and maintain VACSP certification

SPECIAL REQUIREMENT

- Must be immunized against rabies within three (3) months of start date and maintain immunity for the duration of employment.

DESIRABLE EMPLOYMENT STANDARDS

License or Certificate:

- Possession of a valid and current certification as a Registered Veterinary Technician (RVT) issued by the Veterinary Medical Board of the State of California.

[Registered Veterinary Technician] Job Code: 095400; Res: 07-xxxx, Approved: 2007, Revised 06/20/2017

[Veterinary Technician] (Retitled) JobCode: 095400; Res: 18-xxxx, Approved: 2008; Revised: 09/xx/2018

[Veterinary Technician] JobCode: 095400; Res: XXXX-XXXX, Approved: XX/XX/XX

Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03