



CLASS TITLE | VETERINARY ASSISTANT

PAY GRADE: AT-23 | www.cityoftulsa.org/pay

Effective Date: 01/26/2026

CLASS CODE: 3513

PURPOSE OF THE CLASSIFICATION: Under immediate supervision of a licensed Veterinarian or a lead Veterinary Technician provides intermediate level technical veterinary assistance in caring for the health and well being of animals and other related assigned duties.

ESSENTIAL TASKS:

- Assists in providing regular and preventive health care and nursing aid for a number of species in the City's animal programs
- Assists in major surgical and postmortem studies, ensuring Oklahoma State Department of Health regulations
- Maintains animal hospital facility as concerns cleanliness and minor maintenance
- Prepares and maintains veterinary and laboratory records
- Monitors materials and supplies and alerts supervisor of needed replacement
- Assists in a variety of educational and cooperative programs
- Responds to emergency calls on a twenty-four hour basis
- Restrains animals as required
- Operates and maintains a variety of medical laboratory and x-ray equipment
- Monitors, observes and communicates vital signs
- Schedules veterinary procedures
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a.) Graduation from high school or possession of a General Education Development Certificate (GED), plus twenty (20) college hours from an accredited college or university in biology, animal sciences, pre-veterinary, veterinary assisting or related subjects; **and**
- (b.) One (1) year experience working within a veterinary environment or animal shelter

Knowledge, Abilities and Skills:

Knowledge of:



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- General knowledge of the principles, practices and techniques of veterinary technology;
- Good knowledge of laboratory procedures and methods; and
- Some knowledge of domestic and/or exotic animals

Ability to:

- Conduct laboratory testing
- Prepare and maintain records and reports on animals and related research efforts
- Operate and maintain related equipment and monitor materials and supplies
- Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone and laboratory equipment; occasional lifting, carrying and pulling up to 50 pounds; may be subject to walking, sitting, standing, reaching, bending, handling, feeling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to travel to various City locations.

EEO Code: N-02

Group: Cultural, Legal and Sciences

Series: Medical