

CLASS TITLE: VETERINARY ASSISTANT

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
- Must report 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: Graduation from high school or possession of a General Education Development Certificate (GED), plus 20 college hours from a college with an American Veterinary Medical Association (AVMA) accredited program in veterinary technology; and one (1) year experience working within a veterinary environment or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. . Refer to the Veterinary Technician Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: 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; ability to prepare and maintain records and reports on animals and related research efforts; ability to operate and maintain related equipment and monitor materials and supplies; and the ability to 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" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and in inclement weather; and may be exposed to anesthetic and waste gases.

Class Code: 3513

EEO Code: N-02

Pay Code: AT-23

Group: Cultural, Legal and Sciences

Series: Medical

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Effective Date: June 20, 2012