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
Effective Date: June 20, 2012