Licensed Veterinary Technician

Nature of Work

This is very responsible technical work assisting with all aspects of the caring and placement of animals taken to the _______ County Animal Services Facility. Activities associated with the job include assisting with the intake of stray and/or abandoned animals, coordinating all aspects of animal health care, monitoring the health of animals on a daily basis and conferring with the veterinarian about any animals requiring medical treatment. Additional responsibilities include conducting basic medical examinations of animals entering the facility to determine health care needs and performing a variety of treatments/procedures on animals including vaccines/medications, de-worming, bathing, grooming, flea and tick removal, FeLV/FIV and Heartworm testing, skin scrapes and lab work. The incumbent also schedules veterinarian appointments, transports animals, completes animal health care records and ensures that adequate medical supplies are maintained for the facility. Job responsibilities require strong interpersonal, organizational and decision making skills, thorough experience in animal control activities and working with animals, thorough knowledge of all state regulations and local ordinances governing the care and treatment of animals, possession of a Veterinary Technician License, ability to consistently adhere to established operational policies and procedures and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Animal Services Director through review of the effectiveness of animal handling and control activities, knowledge and expertise in veterinary science, knowledge of state regulations and local ordinances governing animal control activities, level of support and assistance provided for facility operations and organizational, interpersonal and decision making skills.

Illustrative Examples of Work

- Coordinates all animal health care for the facility and monitors the health of animals on a daily basis and confers with the veterinarian about any animals needing medical treatment.
- Conducts basic medical examinations of animals entering the facility to determine health care needs and reports findings to the veterinarian.
- Performs a variety of treatments and procedures including administering vaccines/medications, de-worming, bathing, grooming, flea and tick removal, FeLV/FIV & Heartworm testing, skin scrapes and lab work.
- Schedules veterinarian appointments, transports animals and assists the veterinarian with performing procedures.
- Completes animal health related records and ensures adequate supplies of medical and health care supplies are maintained at all times.
- Maintains inventories of all pharmaceuticals, equipment and supplies.
- Evaluates the temperament of animals for adoption and assists facility staff with adoption counseling and safe animal handling.
- Provides guidance and technical assistance to facility staff and volunteers and serves as a resource on animal care, welfare and behavior.
- Makes presentations to school, churches, civic organizations on issues relating to animal control, facility operations, etc.
- Consistently adheres to established operational policies and procedures to ensure the efficient and effective operation of the Animal Services Facility.
- Ensures the humane handling and care of all animals taken in by the animal services facility and ensures that each animal’s nutritional and housing needs are met on a daily basis.
- Assists the public with completing application forms and makes assessments of their ability to adequately care for adopted pets.
- Interacts with pet owners and the public when dealing with stray or abandoned animals and animals that have been hurt or have bitten someone.
- Educates the public on the law and ordinances pertaining to animal ownership and control.
- Assists with compiling statistics, maintaining records and preparing reports of facility activities, animal dispositions and animal control activities.
- Euthanizes animals when necessary and/or overseas and assists with these activities when performed by other facility staff.
- Performs any related duties as required.

**Necessary Requirements of Work**

High School Graduate or GED and possession of a Veterinary Technician Degree and Veterinary Technician License in good standing; thorough experience working with animals; thorough knowledge of the animal services facility operating policies and procedures, thorough knowledge of common illnesses associated with animals including symptoms and transmission to other animals; strong organizational, interpersonal, organizational and decision making skills; thorough knowledge of the nutritional and emotional needs of animals; ability to perform basic medical examinations and procedures; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of conditions or any equivalent combination of education or experience to provide the following knowledge, skills and abilities:

- Thorough knowledge of medical examinations and procedures utilized for diagnosing and treating a variety of animals.
- Thorough knowledge of pharmaceuticals, medications, treatment regimens, etc. utilized to address diagnosed illnesses and injuries in animals.
- Thorough knowledge of state statutes and regulations regarding the care and treatment of animals and animal control activities.
- Thorough knowledge of the statutes, ordinances, and regulations pertaining to animal control, adoption and disposal for _______ County.
- Thorough knowledge of animal handling and apprehension techniques, animal behavior and animal health.
- Thorough knowledge of administrative practices and procedures pertaining to the preparation and storage of reports and documentation for animal control and health related functions.
- Thorough knowledge of common diseases occurring in domestic animals and the medication(s) and/or treatment procedures to cure and/or alleviate symptoms and prevent the transmission to other animals.
- Thorough knowledge of animal medications and drugs used for tranquilization and euthanasia.
- Thorough knowledge of effective hygiene practices and required maintenance activities for the efficient operation of an animal services facility.
- Ability to effectively prioritize and organize daily and weekly activities and address emergency and/or stressful situations.
- Ability to effectively and accurately evaluate the temperament of animals and suitability for adoption.
- Ability to consistently adhere to established operational policies and procedures required to ensure the efficient operation of the Animal Services Facility.
- Ability to perform the physically demanding aspects of the position in a variety of weather conditions.
- Ability to effectively supervise and direct the activities of staff, volunteers and inmates assisting at the animal services facility.
- Ability to interact in a professional, effective manner with pet owners and the public.
- Ability to accurately determine the health and disposition of animals.
- Ability to make proper decisions pertaining to the apprehension and control of animals.
- Ability to prepare reports and maintain documentation in accordance with existing policies and procedures.
- Skill in the use of animal control equipment including leashes, catch poles, cat grabbers, throw net and syringes.
- Skill in the operation of a motor vehicle.

**Necessary Special Requirements**

- Possession of a valid Drivers License and the ability to be insured at standard vehicle insurance rates.
- Current Tetanus vaccination on record.
- Possession of a Veterinary Technician Degree and Veterinary Technician License in good standing issued by the State of Tennessee Health Related Boards.
- Incumbent must complete twelve (12) hours of continuing education to maintain licensure.

_______ County
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