AUBURN
Human Resources

Veterinary Accounts Assist I

Job Description

JOB INFORMATION

Job Code	IB06A
Job Description Title	Veterinary Accounts Assist I
Pay Grade	VT01
Range Minimum	$29,180
33rd %	$32,580
Range Midpoint	$34,280
67th %	$35,990
Range Maximum	$39,390
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Vet Operations

JOB SUMMARY

Processes clients' animals for admission into and discharge out of the Veterinary Clinic at the University.

RESPONSIBILITIES

- Registers clients' animals that are in need of medical attention and verifies client information and referring veterinarian.
- Discharges patients to include facilitating the billing process and performing cashiering duties.
- Generates, analyzes, validates, verifies, and finalizes all records in-house and computer reports regarding clients, animals, treatments, clinical procedures, charges/fees, and services rendered by the clinic.
- Communicates admissions information, fees, discharge date(s), clinic regulations, or other clinic services to clients.
- Prepares, records, and verifies daily cash reports for the Bursar's Office.
- Maintains and orders office supplies.
- May train students, residents, and employees in after-hour procedures and monitor their performance.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High school diploma or equivalent	and	0 years of	Experience in financial support services.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of standard office functions.	And
Communicates with other is limited to exchange of routine information.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.