AUBURN
Human Resources

# Asst I, Veterinary
Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | IC11A |
| Job Description Title | Asst I, Veterinary |
| Pay Grade | VT02 |
| Range Minimum | $31,370 |
| 33rd % | $35,030 |
| Range Midpoint | $36,850 |
| 67th % | $38,680 |
| Range Maximum | $42,340 |
| Exemption Status | Non-Exempt |
| Organizational use restricted to the following divisions | 139 College of Veterinary Medicine |
| Approved Date: | 8/7/2025 4:31:48 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Veterinary & Animal Care |
| Job Function: | Patient Care & Rehabilitation |

## JOB SUMMARY

Performs a variety of tasks related to the care and treatment of animal patients in a specialized clinical service area.

## RESPONSIBILITIES

- Operates, maintains, repairs, and cleans laboratory/research equipment, laboratory/clinic area, and maintains supplies.
- Performs routine laboratory examinations.
- Inspects facilities, equipment, and supplies daily, as well as observes health status of animals, environmental conditions, temperature, and sanitation.
- Assists clinicians with student examinations, treatment, research, projects, surgery, restraint, sample collection, and in emergency and critical care of patients.
- Administers medicine, routine vaccinations, and treatment according to prescribed instruction.
- Observes and records vital data, abnormal signs, body weight, food/water intake of animals, and collects and labels specimens.
- Conducts library searches, writes procedures and reports, and prepares charts and graphs.
- Schedules appointments for diagnostic procedures and advises referring veterinarians about the use of specialized equipment.
- May be responsible for, or assist with, billing clients, inputting charges, and/or similar tasks.

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

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|---|---|
| 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 | or equivalent | | 0 years of | experience in the care and comfort of animals | |

## 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 | | 50 lbs |
| 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 | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

**Vision Requirements:**

Ability to see information in print and/or electronically.