AUBURN
Human Resources

Asst II, Veterinary
Job Description

JOB INFORMATION

Job Code	IC11B
Job Description Title	Asst II, Veterinary
Pay Grade	VT03
Range Minimum	$33,720
33rd %	$37,650
Range Midpoint	$39,620
67th %	$41,590
Range Maximum	$45,520
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	8/7/2025 4:35:40 PM

JOB FAMILY AND FUNCTION

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

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	and	2 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.