AUBURN
Human Resources

Tech I, Veterinary
Job Description

JOB INFORMATION

Job Code	IC12A
Job Description Title	Tech I, Veterinary
Pay Grade	VT04
Range Minimum	$35,490
33rd %	$40,220
Range Midpoint	$42,590
67th %	$44,960
Range Maximum	$49,690
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	9/1/2026 4:42:01 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in diagnosing and treating animals while monitoring medical tests for the care and treatment of animals.

RESPONSIBILITIES

- Organizes, cleans, stocks, and prepares treatment rooms for examination of animals, and holds or restrains animals during examination, treatment, or inoculation.
- Administers injections, anesthesia, serums, vaccines, and treatments to animals, including tasks such as dressing wounds, cleaning teeth, and monitoring vital signs of animals under the direction of a veterinarian.
- Performs X-rays and other laboratory tests, assists in surgery, and processes tissue samples to assist in the diagnosis and treatment of animal health problems.
- Cares for and monitors the condition of animals before, during, and/or after surgery. Collects, prepares, and labels samples for laboratory testing and assists with research projects.
- Performs emergency first aid, such as emergency resuscitation or other life saving procedures.
- Assists with student instruction programs through preparation of materials, observing, monitoring and/or grading tasks, and presenting orientation and procedures briefings.
- May triage phone calls from referring veterinarians and clients as well as schedule appointments for diagnostic procedures under the direction of a veterinarian. *Advises and educates animal owners*
- May fill prescriptions, measure medications, and label containers.

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	
Associate's Degree	In Veterinary Technology or a related field that qualifies an individual to obtain national certification	and	0 years of	Experience in Veterinary Technology or in the care and comfort of animals	

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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Licensed Vet Tech - Active license with the Alabama State Board of Veterinary Medicine as a Veterinary Technician.	within 180 Days	Required	Or
	Certified Vet Tech - Have met all requirements to become licensed in the State of Alabama.	within 180 Days	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.