



**JOB INFORMATION**

Job Code	IC11B
Job Description Title	Asst II, Veterinary
Pay Grade	VT03
Range Minimum	\$31,790
33rd %	\$35,490
Range Midpoint	\$37,350
67th %	\$39,200
Range Maximum	\$42,910
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/19/2015

**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 in, billing clients, inputting charges, and/or similar tasks.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	
Some college; vocational or Associate's Degree	High School Diploma or equivalent	And	2 years of	Experience in the care and comfort of animals	

Substitutions Allowed for Education: Yes

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

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

Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.

## 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	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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