Tech I, Veterinary Job Description

JOB INFORMATION
Job Code: IC12A
Job Description Title: Tech I, Veterinary
Pay Grade: VT04
Range Minimum: $31,100
33rd %: $35,233
Range Midpoint: $37,300
67th %: $39,367
Range Maximum: $43,500
Exemption Status: Non-Exempt
Approved Date: 5/8/2024 4:04:06 PM

JOB FAMILY AND FUNCTION
Job Family: Veterinary & Animal Care
Job Function: Patient Care & Rehabilitation

JOB SUMMARY
Assist 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, assist in surgery, and process 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/clients as well as schedule appointments for diagnostic procedures under the direction of a veterinarian. *Advise and educate animal owners*
• May fill prescriptions, measure medications, and label containers.

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

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Focus of Education</th>
<th>Years of Experience</th>
<th>Focus of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's Degree</td>
<td>In Veterinary Technology or a related field that qualifies an individual to obtain national certification</td>
<td>And 0 years</td>
<td>Experience in Veterinary Technology or in the care and comfort of animals</td>
</tr>
</tbody>
</table>

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

Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.

MINIMUM LICENSES & CERTIFICATIONS

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Veterinary Technician-NAVTA</td>
<td>Active license with the Alabama State Board of Veterinary Medicine as a Veterinary Technician.</td>
<td>Upon Hire</td>
<td>Required Or</td>
</tr>
<tr>
<td>Certified Veterinary Technician-NAVTA</td>
<td>Have met all requirements to become licensed in the State of Alabama.</td>
<td>within 180 Days</td>
<td>Required</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

Ability to see information in print and/or electronically.