**JOB INFORMATION**

Job Code: IC12B  
Job Description Title: Tech II, Veterinary  
Pay Grade: VT05  
Range Minimum: $34,200  
33rd %: $38,767  
Range Midpoint: $41,000  
67th %: $43,333  
Range Maximum: $47,900  
Exemption Status: Non-Exempt  
Approved Date: 5/13/2024 2:40:19 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</td>
<td>2 years of 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

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

<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 AL.</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.