

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Veterinary Assistant	<u>CLASS NUMBER:</u> 20020	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A5	<u>POSITION CONTROL #:</u> 071037
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary (6:00 AM to 3:00 PM weekdays; 8:00 AM to 5:00 PM weekends)	<u>SUPERVISOR (PCN):</u> Assistant Director (071001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Veterinary Assistant classification is to assist veterinarians and veterinary technicians in providing veterinary care for dogs and puppies housed at the animal shelter.

JOB DUTIES:

Responsible for assisting veterinary technicians in the care of dogs and puppies. Assist with preoperative and postoperative procedures including restraint, clipping, transferring animals, recording and reporting vital signs, and monitoring heart rate and oxygen saturation levels during surgeries. Prepare and fill prescriptions and drug labels. Maintain supplies required for the surgical area. Maintain surgical equipment, including sterilization, preparation and wrapping instrument packs, stocking supplies, cleaning the clinic, surgical areas, and cages, and laundering linens and towels used in the clinic area. Provide custodial care of animals (e.g. baths, grooming, distribution of food and water). Responsible for lifting and carrying animals and to transport from clinic area to regular wards. Maintain records and impound cards and scan animals to check for microchip implants. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control, safety practices; agency policy and procedures. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; add, subtract, multiply and divide whole numbers; read simple sentences with common vocabulary; complete routine forms; maintain accurate records; cooperate with coworkers on group projects; demonstrate physical fitness; demonstrate strength to lift up to 50 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with six (6) months of related experience in veterinary assistance; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some evening and weekend shifts.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date