

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

<u>CLASSIFICATION TITLE:</u> Veterinary Technician	<u>CLASS NUMBER:</u> 20021	<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> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Four (4) 10-hour shifts	<u>SUPERVISOR (PCN):</u> Veterinary Tech Supervisor (070012)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Veterinary Technician classification is to ensure and improve the health and well-being of animals and to assist and educate the public.

JOB DUTIES:

Provide direct support to the Assistant Director. Assess and evaluate animals and participate in performing clinical processes per agency's established procedures. Answer inquiries regarding medical or behavioral problems. Schedule appointments for the animals and prepare clinic processing room for daily activities. Retrieve records and medical histories.

Per ORC 4741.01 (G), oversee and monitor the assignments of veterinary assistants. Report discrepancies and/or violations to the assistant director. Prepare surgery area for animals and verify appropriate information. Prepare drugs and animals for surgical procedures. Monitor the vital signs of animals and maintain surgical drug logs. Prepare post-operational surgical instructions. Perform follow-ups and maintain surgical instruments. Monitor and report shelter and sanitary issues to the assistant director. Assist in tracking and ordering of supplies as directed. Provide follow-up services as necessary. Maintain regular and predictable attendance. Shall participate in adoption promotional events, dog waling and dog care, as needed.

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 safety practices; office practices and procedures; natural sciences. Skills in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; maintain accurate records; handle sensitive inquiries and contacts with government officials and animal owners or attendants; demonstrate dexterity to use hands skillfully, demonstrate physical strength and dexterity to restrain animals.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in Veterinarian Technology with one (1) year of animal care experience.

Additional Requirements

Registration as a Veterinary Technician is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may will require you to work some evenings, weekends, on call and holiday 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