



**Job Title: Veterinary Technician I**  
**Department: Medical Services**  
**Reports To: Medical Services Manager**  
**FLSA Status: Non-exempt**

## **SUMMARY**

Responsible for assisting staff Doctors, fellow Veterinary technicians and the daily operations of clinic care. Provides clinical support to other departments as required. Completes entry-level tasks as they pertain to clinic services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide compassionate care for animals, under Doctor's supervision.
- Must be dependable with attendance and timeliness.
- Daily inspection of medical supplies that needs to be ordered.
- Restrain pets for veterinarians and technicians.
- Monitor, record, and report physical signs of hospitalized pets.
- Assist in taking x-rays.
- Monitor and collect urine and fecal samples as needed.
- Clean cages, runs, kennel area, including exam rooms, treatment rooms, and doctor's office.
- Maintain all clinic areas in a neat and sanitary condition.
- Provide clean bedding, water and litter pans for pets.
- Wash and sanitize pet dishes.
- Feed patients as needed.
- Exercise hospitalized dogs as needed.
- Clean auto-clave (sterilizer) once a month.
- All data entry into computer.
- Do laundry.
- Perform (if certified) or assist in euthanasia.
- Perform other duties as requested by the Director of Veterinary Services.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have good communication skills including the ability to effectively present information to others through verbal or written reports.
- Employee must also demonstrate communication skills with clients.
- This position requires the ability to read, analyze and interpret technical procedures and other business correspondence.
- Must demonstrate consistent follow through and completion of tasks given through various methods of communication.
- Ability to work well with others for a common goal.

## **EDUCATION and/or EXPERIENCE**

- High School Diploma or GED
- Basic computer skills including but not limited to ability to access databases, check company e-mail and etc..
- Previous work experience or schooling in Animal Handling, Animal Medicine or other related field.

## **COMPUTER SKILLS**

- Chameleon
- Microsoft Office

## **MATERIALS and EQUIPMENT USED**

- Anesthesia machine
- Microscope (daily)
- Autoclave (daily)
- Washer and Dryer (multiple times daily)
- Microchip scanner (multiple times daily)
- Computer and Telephone machines (multiple times daily)

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is consistently required to stand and move. In addition the employee is constantly required to talk, hear and use hands for grasping, reaching and other operative tasks. The employee is required to sit occasionally. The employee will also be required to bend neck and twist body. The employee will be required to consistently lift an animate or stationary object of up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is frequently exposed to an indoor office environment climate condition. The employee is occasionally exposed to outdoor weather conditions. The employee is consistently exposed to animal odors and animal fur.
- Employee exposed to Bio Hazardous materials.
- The noise level in the work environment is usually loud/noisy.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_