

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Temporary Veterinary Technician
Department: Animal Control/Spay Neuter Clinic
Reports To: Director/Veterinarian
FLSA Status: Non-exempt
Prepared Date: 2024

Summary: Responsible for the daily care of the animals in the Shelter/Spay and Neuter Clinic and assisting in the daily operational duties as needed. Assist with surgical procedures, requires working rotated weekends facilitating the adoption and redemption of animals and the technical handling of and caring for animals at the shelter.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Assist with surgical procedures at Spay and Neuter Clinic and follows the instructions of the Veterinarian

Check and document vitals, give injections, calculate dosage for medications; draw blood samples and monitor animals throughout the day

Handles and documents the use of controlled substance in compliance with state and federal laws

Responsible for cleanliness of animals cages, litter and food pans. Washing and sanitation of pans, rags, and towels included.

Restrains animals to prevent animal bites, seek assistance from other, when needed, to prevent injury to self, others and animals

Communicate with clients about their animal's health and explain instructions and recommendations in a manner that is understandable for each owner, check clients in and out, handle money and give correct change when needed, provide an environment for the animals that is comfortable and as stress free as possible.

Handles incoming and out-going animals including checking health, cleanliness, and necessary medical treatment for animals including vaccines and taking necessary precautions such as putting animals in quarantine. Removing animals from cages/cars to sort into appropriate cage area in Animal Shelter. May involve handling wild or angry animals putting employee in danger of animal bites or scratches.

Exhibits good communication skills with co-workers

Responsible for animal inventory and reporting number of adoptions, euthanasia and animals kept at shelter.

Supervises volunteers, community workers, and inmates assigned to the animal shelter, when applicable.

Assists with foster home placement, adoptions and rescues, as needed.

Assists with clerical operations regarding the public via telephone or visitation to the Animal Shelter. Includes fielding complaints and servicing citizens with adoption and redemption of animals.

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.

Education and/or Experience: High school diploma or general education degree (GED); veterinarian technician or three (3) years related experience.

Certificates, Licenses, Registrations: Valid Kentucky driver's license, Veterinary Technician Certification preferred

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Knowledge of word processing software.

Physical Demands: The physical demands described here are representative of those that must be 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 frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is regularly required to use hands to finger, handle, feel, climb, or balance, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

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 occasionally exposed to fumes or airborne particles and outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.