

MAJOR FUNCTION

This is technical work in the care and treatment of animals held in temporary custody in the Tallahassee-Leon County Animal Services Center. The incumbent assists with small animal care and handling, surgical procedures, treatment and health issues regarding small animals, inventory and record keeping. The incumbent must recognize and address potential problems regarding the health and safety of impounded animals, as well as respond to animal emergencies. Excellent communication skills and the ability to work in a fast-paced environment prone to loud noises are required. Work is assigned and performed under the direction of a licensed veterinarian and is reviewed and evaluated by observation.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists veterinarian with surgical procedures. Conducts pre-surgical physical exams and alerts veterinarian of any concerns. Prepares treatment room for examination of animals, and holds or restrains animals during examination, treatment, or inoculation. Calculates, administers and records pre-anesthetic drugs. Cleans and prepares surgical instruments. Maintains sterile environment in surgical area. Monitors patient and anesthesia during surgery and continues to monitor patient through post-surgery and recovery. Responds to emergency situations and administers triage care, as necessary. Prepares, evaluates, and records laboratory samples and/or in-house lab work. Performs simple laboratory tests. Administers and records medication and treatments, as assigned. Ensures medical supplies, equipment and instruments are stocked and ready for use. Inventories and orders supplies, medications, and drugs, as necessary. Maintains a clean environment for all surgical and sick patients, cleaning work area, providing fresh water and food, as appropriate. Performs euthanasia as assigned. Performs related work as required.

Other Important Duties

Assists with evaluations of foster care animals; administers instructions/treatment as directed by veterinarian. Responds to inquiries and concerns from foster care volunteers. Assists in providing training to customers, staff and volunteers on animal care, disease control standards, and shelter medicine protocols. Participates in shelter training and continuing education, as assigned. Assists in developing practices, policies and procedures to continually improve services. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of surgical procedures for spaying and neutering canines, felines, and other common shelter animals such as rabbits, guinea pigs, etc. Knowledge of health care issues as they relate to small animals. General knowledge of modern techniques for treating various animals for common diseases and injuries. Knowledge of euthanasia procedures. Ability to understand and follow oral and written instructions. Ability to care for, handle and manage a wide variety of small animals. Ability to give oral medication, injections, intravenous fluids (IV), draw blood and perform euthanasia. Ability to analyze facts and conditions and apply sound principles in making decisions. Ability to do heavy lifting. Ability to multi-task and problem solve. Ability to deal courteously with the general public. Ability to establish and maintain relationships necessary for successful job performance. Ability to prepare routine reports. Skill in the use of surgical equipment. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of experience as a veterinary technician, or three years experience as an Animal Services Specialist in an animal shelter similar to the Tallahassee-Leon County Animal Services Center; or an equivalent combination of training and experience. Successful completion of a Veterinary Technician program may substitute for one year of any of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

Established: 05-05-06

Revised: 11-28-06

07-06-09*