



CLASS SPECIFICATION

Class Code: 60019277
Date Established: 07/2023
Last Reviewed: 04/2024
Last Revised: 04/2024
Last Title Change:
FLSA: non-exempt
Probation: 6 months

VETERINARY ASSISTANT

DEFINITION

Under general supervision, provides support services and assistance in the veterinary care for all animals under the care of the Washoe County Regional Animal Services (WCRAS); and performs other related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time professional experience with animals in an established veterinary clinic, government, or non-profit animal shelter; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license is required at the time of appointment.

Possession of, or ability to obtain, a valid certification as a euthanasia technician within one year of appointment.

Possession of, or ability to obtain, a valid controlled substance certificate within one year of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the Veterinarian and Veterinary Technician with patients in all aspects of animal care.

Triage health concerns within the shelter population, communicate urgent problems to the Veterinarian or Veterinary Technician.

Restrain patients for veterinary examinations and surgical preparation.

Monitor patients pre-, intra-, and post-operatively.

Administer vaccinations to prevent the spread of illness and disease.

Assist with laboratory work and diagnostic testing.

Perform basic clerical duties; provide information to the general public and respond to citizen inquiries.

Perform data entry; maintain accurate and detailed records.

Fill prescriptions as prescribed by the veterinarian and distribute prescriptions to patients.

Maintain and prepare organized, clean, and appropriately stocked workspaces; perform instrument cleaning, pack preparation and sterilization.

Participate in and support all veterinary outreach programs.

Administer euthanasia in accordance with established policy and regulations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures.

Department/division policies and procedures.

Vaccination protocols and flea/tick/heartworm prevention.

Facility sanitation and management practices.

Department specific software.

Ability to:

Examine, medicate, and care for patients housed at Washoe County Regional Animal Services.

Maintain detailed, accurate and current records and files.

Appropriately identify symptoms for a variety of common animal diseases.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

A variety of animal species, breeds, and related behavioral and health characteristics.

Methods and techniques of humane animal care and skills for the proper handling of animals.

Methods and procedures of preparing patients for surgery/treatments.

Methods and procedures of preparing surgical and treatment suites.

Cleaning and disinfection protocols.

Ability to:

Identify pre, intra, and post operative concerns in patients; communicate identified issues to veterinarian.

Maintain well - organized, clean, and appropriately stocked workspaces.

Perform instrument cleaning, pack preparation and sterilization.

Provide compassionate care to all patients and shelter animals.

Exercise good judgment, manage stressful situations, and work collaboratively and respectfully within a team environment.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Incumbents may work irregular hours, weekends, holidays, or evenings.

THIS POSITION REQUIRES LIFTING UP TO 75 LBS. UNASSISTED. This includes animals that are excited and agitated. Applicants will be required to demonstrate their ability to lift a 75 lbs. animal using the appropriate method.

Ability to sit for extended periods. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Work is performed in the office, clinic, shelter, outdoors, and driving environments. Ability to work in varying temperatures. Ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases. Must be willing to work non-standard work week.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.