



## Forsyth County Veterinary Technician

CLASS CODE	1110	SALARY	\$44,371.00 - \$70,994.00 Annually
REVISION DATE	December 19, 2023		

### Purpose of Classification

The purpose of this classification is to perform skilled and semi-skilled labor involving the health, safety and welfare of animal shelter animals, assist any attending veterinarian, maintaining the flow of animals through the facility, and to provide support and guidance to the kennel staff. This classification is distinguished from Kennel Technicians in that the primary focus is on monitoring the health of the animals housed at the facility, identifying any animal health problems or conditions and providing skilled treatment and care under the direction of the veterinarian.

### Essential Functions

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Leads and coordinates daily work activities of the Kennel Technicians and Veterinarian Assistants in absence of the Veterinarian Technician, Sr.: monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper care/handling of the animals; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Assists with veterinarian staff with the medical care of animals in the shelter: provides routine medical treatment, first aide, and general care to animals in the shelter; assists the Veterinarian during examinations; provides general care to animals by vaccinating, treating for fleas/ticks/worms as needed, etc.; performs routine lab tests such as fecal exams, heartworm testing, feline leukemia testing, etc.; and medicates animals as directed by the attending veterinarian. Under the supervision of an attending veterinarian, performs humane euthanasia while following shelter policy and procedure and in compliance with the Georgia Department of Agriculture.

Performs intake functions for animals that are accepted at the shelter: performs preliminary examinations and observes behavior to determine general health of the animal and identify potential concerns (disease, potential contagions, etc.); provides initial first aide and care; assesses the suitability of animals under the care of the shelter for adoption; maintain daily inventory of all animals at the facility.

Maintains inventory of medications and medical supplies, including canine and feline preventative vaccinations, syringes and de-worming medications; utilizes proper procedures used to administer and control

pharmaceuticals; orders drugs and treatment supplies; maintain records and files reports as required to maintain legal compliance related to the shelter's usage of controlled substances; and replenishes supplies as needed.

Maintains the welfare of the animals in the shelter: provides general care to animals by bathing, groom, exercising, treating for fleas/ticks as needed, etc.; observes all animals for signs of illness or injury and reports any changes to the Veterinarian or the Shelter Manager; provides fresh food daily to all animals housed at the facility and according to feeding schedule and dietary needs; and transports live animals as needed.

Provides customer assistance to the visiting public: assists with animal adoptions; supervises introduction of potential adoptions, enters animal records into the assigned computer system, takes pictures for animal records and updates the computer system as necessary; prepares and/or processes a variety of documentation such as microchip forms and animal cage cards.

#### ADDITIONAL FUNCTIONS

This classification is designed as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs other related duties as required.

#### Minimum Qualifications

High school diploma or G.E.D; supplemented by at least (4) four years of previous work experience in an animal shelter setting, veterinary hospital or clinic or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must obtain a Georgia Euthanasia certification within 1 month of hire. Associates Degree from an accredited college or university in Veterinary Technology preferred.

#### Supplemental Information

##### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan; includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to use, operate, and/or handle animal handling equipment such as Ketch-a-pole and traps/carriers.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; may include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out detailed but routine written or oral instructions; involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

**Situational Reasoning:** Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

#### ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, strong odors, animals/wildlife, or bodily fluids.

*Forsyth County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*