

**DOÑA ANA COUNTY
JOB DESCRIPTION**

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| POSITION TITLE: Veterinary Assistant | PAY GRADE: 4 |
| DEPARTMENT/OFFICE: Sheriff's | FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |
| REPORTS TO: Veterinarian | LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| BARGAINING UNIT: Blue Collar | SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
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| APPROVED: <u><i>W. Harrison</i></u> <u>12/9/13</u> <i>Department Head/Elected Official</i> <i>Date</i> | |
| <u><i>[Signature]</i></u> <i>Human Resources Director</i> | <u>12/12/13</u> <i>Date</i> |

I. PURPOSE SUMMARY. This position will assist the Sheriff's Veterinarian in the care of the animals housed in the court hold shelter as well as to assist in other veterinary aspects of cases being worked by the Dona Ana County Sheriff's Animal Cruelty Investigation Task Force

II. ESSENTIAL DUTIES.

1. Assist the Veterinarian with Animal Care

- Feeding – provide food and water daily, assess appetite, note condition of animal
- Cleaning – clean kennels, corrals, bowls aisles, housing areas, laundry
- Administration of medication – giving medications to all species of animals, record keeping related to medications, record keeping related to storage of medications
- Monitoring of animals – behavior, body condition, medical issues and report any problems to the Veterinarian immediately
- Administration of treatments – bandage changes, application of topical treatments, administration of hydrotherapy, minor first aid
- Restraining animals – restrain animals for veterinarian to examine, treat, vaccinate, sedate and/or euthanize
- Disposition of animals – transport animals to rescues as arranged by the veterinarian, transport animals to other facilities as requested and disposal of deceased animals when necessary.

2. Assistant for Necropsies

- Preparation and cleaning of necropsy area – cleaning of area pre and post necropsy; maintenance of instruments
- Assisting with performance of necropsy – assist with photographing the procedure, assist with parts of the procedure requiring more than one person
- Disposal of the animal – transfer the carcass to the temporary storage area; disposal of carcass
- Record keeping – assist with keeping records required for a necropsy

3. Facility Repair and Upkeep

- Minor repair of fencing, kennels, grounds upkeep
- Projects to improve facility – build and repair shade and shelter for the outside animals
- Upkeep of assigned vehicle
- Remove trash and debris from facility in timely fashion to keep areas neat and safe

4. Surgical Assistant

- Monitoring anesthesia – monitoring depth of anesthesia, heart rate and respirations manually or with use of anesthesia monitoring equipment, record keeping associated with surgery and anesthesia; surgical prep of animals, monitoring of animals after anesthesia and surgery; surgical instrument and area preparation, care and cleanup; preparation and sterilization of surgical packs
 - Record keeping – upkeep of surgical logs, anesthesia logs, drug logs, medical records as required by government and licensing agencies
 - Surgical Preparation – patient prep; preparation of surgical area and cleaning post procedure; preparation and sterilization of surgical packs
 - Post-op care of the animals – monitoring animals in immediate post-op period as well as during the entire healing phase; record keeping of post-op care and condition of the animals.
5. Facility Supplies
- Maintain adequate supplies for facility – food, cleaning supplies, animal handling equipment, maintenance supplies and equipment
 - Notify veterinarian of decreasing supplies early enough to avoid shortages.
6. Animal Socialization and Training
- Implement the animal socialization program under the direction of the Veterinarian – work with the animals in custody to improve the socialization with humans
 - Implement the positive animal training program under the direction of the Veterinarian
 - Play with the animals to improve the adoptability of the animals once they have been released from custody
 - Record and report progress of each animal to the Veterinarian.
7. Use and Maintain Laboratory Equipment
- Use and maintain equipment commonly found in a veterinary clinic
 - Take radiographs
 - Run and examine samples for animal parasites
 - Run and maintain equipment for blood samples for CBC's and serum chemistries.

III. ADDITIONAL DUTIES.

1. Performs other related duties as assigned

IV. QUALIFICATIONS.

- A. **Education.** High School Diploma or equivalent is required
- B. **Experience.** One year experience in the veterinary and animal care field is required
- C. **Education/Experience substitution.** In accordance with County Policy
- D. **Licenses/Certifications.** Valid (unrestricted) Class D driver's license is required
- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background Check; driver's license check; polygraph

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

- routine procedures performed in veterinary clinics;
- animal behavior;
- the importance of daily animal care;
- humane animal handling, care and treatment

Skilled in:

- animal handling especially of unsocialized animals such as dogs, cats and horses;
- appropriate humane restraint techniques for various species of animals;
- use of hand and power tools (drills) needed for minor facility repair and upkeep

Ability to:

- read and correctly interpret body language of animals so that the employee and animal stay safe;
- make sound decision in accordance with existing laws, regulations and policies;
- accurately and legibly post updates to daily logs and other written reports;
- handle sensitive and confidential matters and situations; interpret information accurately and make decision from a variety of sources accurately;
- comprehend and make inferences from material written in the English language;
- organize and coordinate tasks according to established guidelines

1. **FREEDOM TO ACT.** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or establish procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

2. **GUIDELINES AND JUDGMENT.** Specific, detailed guidelines covering all important aspects of the assignment (either oral or in writing) are provided. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required. The employee is expected to keep information about the animals and the facility confidential as these animals are court-held evidence.

3. **PHYSICAL DEMANDS.** Moderately heavy physical demands. Approximately 90% of the day is spent in the animal facility and 10% of the day is spent filling out reports and logs and driving to/from the facility. Lifting and carrying of 75 pounds or more of food, supplies, water and animals is frequently required. Frequent bending, stooping, kneeling, climbing, pushing, pulling and reaching above shoulder height are required. Flexibility in order to frequently move from sitting, standing and walking is required. Position involves multi-tasking and working extended hours as needed.

4. **WORK ENVIRONMENT.** Essential duties are performed outdoors for the majority of the time until the new Protective Custody Shelter has been built. While outdoors, the employee will be exposed to extreme heat, cold, wind and occasionally rain and flooding conditions. The employee will be exposed to environmental hazards such as rattlesnakes, Black Widow spiders and ricocheting bullets. In addition the employee will be exposed to loud noises, foul odors, gas anesthesia (on occasion), and zoonotic diseases.

The employee will be constantly exposed to vicious, dangerous and/or unsocialized animals which are likely to seriously injure the employee if given the chance.

6. **SUPERVISORY RESPONSIBILITY.** Responsible for own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee Signature *Date*

Print Name *Date*

Created 11/2013