Auburn University Job Description

Job Title: Tech, Veterinary  
Job Code: IC03  
FLSA status: Non-exempt

Level I Grade 28 $22,300 - $37,200
Level II Grade 29 $25,000 - $41,700
Level III Grade 30 $28,000 - $46,700
Level IV Grade 31 $31,300 - $52,100

Job Summary
Performs various animal health care duties and medical tests for the care and treatment of animals in a laboratory environment.

Essential Functions
1. Organizes, cleans, stocks, and prepares treatment room for examination of animals, and holds or restrains animals during examination, treatment, or inoculation.
2. Administers injections, anesthesia, serums, vaccines, and treatments to animals, also including tasks such as dressing wounds, cleaning teeth, and taking vital signs of animals under the direction of a veterinarian.
3. Performs laboratory tests on blood, urine, and feces, such as urinalyses and blood counts, to assist in the diagnosis and treatment of animal health problems.
4. Cares for and monitors the condition of animals before, during, and/or after surgery.
5. Collects, prepares, and labels samples for laboratory testing and assists with research projects.
6. Performs emergency first aid, such as emergency resuscitation or other life saving procedures.
7. Assists with student instructions program through preparation of materials; observing, monitoring, and/or grading tasks; and presenting orientation and procedures briefings.
8. May triage phone calls from referring veterinarians/clients as well as schedules appointments for diagnostic procedures, under the direction of a veterinarian.
9. May fill prescriptions, measure medications, and label containers.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Performs a variety of related and recurring assignments.</td>
<td>Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.</td>
<td>Associates degree in a technical or scientific field related to area of assignment.</td>
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<tr>
<td>II</td>
<td>Performs complex steps of an operation or project or completes important stages of a project.</td>
<td>Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.</td>
<td>Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.</td>
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<tr>
<td>III</td>
<td>Plans and coordinates operations of a project.</td>
<td>Knowledge of several specific engineering or scientific principles, and skill in using specialized techniques and equipment and selects appropriate guidelines to resolve operational problems not fully covered by precedents</td>
<td>Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<tr>
<td>IV</td>
<td>Organizes and executes multiple steps to develop and/or enhance new methods, approaches, and procedures essential to the completion of important aspects of projects or activities.</td>
<td>Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices which relate to the area of specialization.</td>
<td>Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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</tbody>
</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

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<tr>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Associates degree in a technical or scientific field related to area of assignment.</td>
<td></td>
</tr>
<tr>
<td>Level II</td>
<td>Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.</td>
<td></td>
</tr>
<tr>
<td>Level III</td>
<td>Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
<td></td>
</tr>
<tr>
<td>Level IV</td>
<td>Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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</tr>
</tbody>
</table>

Focus of Education
Degree in Veterinary Technology

Focus of Experience
Experience in Veterinary Technology

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:
Active license with the Alabama State Board of Veterinary Medicine as a Veterinary Technician, have met all requirements to become licensed or obtain all requirements to be eligible to become licensed. Alabama State Board of Veterinary Medicine as a Veterinary Technician license must be obtained within 6 months of employment.

Physical Requirements/ADA
Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012