
Auburn University Job Description

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|--------------|-------------------------|-----------|--------------------------------|
| Job Title: | Asst, Veterinary | Level I | Grade VT01 \$25,500 - \$34,400 |
| Job Code: | IC11 | Level II | Grade VT03 \$29,500 - \$39,800 |
| FLSA status: | Non-exempt | Level III | Grade VT04 \$31,100 - \$43,500 |

Job Summary

Performs a variety of tasks related to the care and treatment of animal patients in a specialized clinical service area.

Essential Functions

1. Operates, maintains, repairs, and cleans laboratory/research equipment, laboratory/clinic area, and maintains supplies.
2. Performs routine laboratory examinations.
3. Inspects facilities, equipment, and supplies daily, as well as observes health status of animals, environmental conditions, temperature, and sanitation.
4. Assists clinicians with student examinations, treatment, research, projects, surgery, restraint, sample collection, and in emergency and critical care of patients.
5. Administers medicine, routine vaccinations, and treatment according to prescribed instruction.
6. Observes and records vital data, abnormal signs, body weight, food/water intake of animals, and collects and labels specimens.
7. Conducts library searches, writes procedures and reports, and prepares charts and graphs.
8. Schedules appointments for diagnostic procedures and advises referring veterinarians about the use of specialized equipment.
9. May be responsible for, or assist in, billing clients, inputting charges, and/or similar tasks.

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.

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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|--|--|
| I | Performs a variety of related and recurring assignments. | Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific | High school diploma or equivalent. |
| II | Performs complex steps of an operation or project or completes important stages of a project. | 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. | High school diploma or equivalent plus 2 years of experience. |
| III | Plans and coordinates operations of a project. | 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 | High school diploma or equivalent plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent. |

* 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

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 2 years of experience.
- Level III** High school diploma or equivalent plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in the care and comfort of animals

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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

See Job Family Levels

Certification or Licensure Requirements:

None Required.

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: 11/19/2015
