



JOB INFORMATION

Job Code	IC11A
Job Description Title	Asst I, Veterinary
Pay Grade	VT02
Range Minimum	\$30,460
33rd %	\$34,010
Range Midpoint	\$35,790
67th %	\$37,560
Range Maximum	\$41,110
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	8/7/2025 4:31:48 PM

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

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

RESPONSIBILITIES

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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
High School Diploma	or equivalent	0 years of	experience in the care and comfort of animals

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting				X		50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.