
Auburn University Job Description

Job Title:	Tech, Veterinary	Level I	Grade VT04 \$31,100 - \$43,500
Job Code:	IC12	Level II	Grade VT06 \$36,100 - \$54,200
FLSA status:	Non-exempt	Level III	Grade VT06 \$36,100 - \$54,200

Job Summary

Assist in diagnosing and treating animals while monitoring medical tests for the care and treatment of animals.

Essential Functions

1. Organizes, cleans, stocks, and prepares treatment rooms for examination of animals, and holds or restrains animals during examination, treatment, or inoculation.
2. Administers injections, anesthesia, serums, vaccines, and treatments to animals, including tasks such as dressing wounds, cleaning teeth, and monitoring vital signs of animals under the direction of a veterinarian.
3. Performs X-rays and other laboratory tests, assist in surgery, and process tissue samples 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 instruction programs 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 schedule appointments for diagnostic procedures under the direction of a veterinarian. *Advise and educate animal owners*
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.

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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	Associates degree in a technical or scientific field related to area of assignment.
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.	Associates degree in a technical or scientific field related to area of assignment 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	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.

* 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** Associates degree in a technical or scientific field related to area of assignment.
- Level II** Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
- Level III** 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.

Focus of Education

Degree in Veterinary Technology or a related field that qualifies an individual to obtain national certification

Focus of Experience

Experience in Veterinary Technology or in the care and comfort of animals

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

See Job Family Levels

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 have passed the Veterinary Technician National Exam (VTNE). Veterinary Technician certification or 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: 7/27/2016
