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Class Specifications  
for the Class:

VETERINARY ASSISTANT

**Class Distinguishers:**

**Complexity:** Assignments include the performance of a variety of veterinary work in support of a professional veterinarian in attending to the health needs of the animals at the Animal Quarantine Station; cares for and administers drugs and medication to animals in accordance with instructions and in conformance with prescriptions and schedules; observes and records observations made of animals and reports unusual physical or behavioral conditions or changes in health of the animals to the veterinarian; and performs veterinary laboratory procedures.

**Personal Contact:** The veterinary assistant has significant contacts with pet owners, some of whom may be irate and uncooperative, when providing information, answering questions and providing services.

**Full Performance Knowledge and Abilities:** *(Knowledge and abilities required for full performance in this class.)*

**Knowledge of:** Standard veterinary laboratory procedures and tests; use and care of medical and laboratory instruments and equipment; practices and procedures involved in recording, assembling and compiling observations and data on domestic animals; policies and guidelines related to the work; and related animal health laws and regulations.

**Ability to:** Perform standard veterinary laboratory procedures and tests satisfactorily; use and care for medical and laboratory instruments and equipment satisfactorily; keep medical laboratory records and prepare reports; lift and carry animals weighing up to 40 pounds; communicate effectively with people at the Animal Quarantine Station in relaying information regarding the program and its rules and regulations; and deal effectively with pet owners who may be irate and difficult.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Maintains medical records on each individual animal.
  2. Records laboratory tests, routine weight checks, general observations.
  3. Annotates medications and accompanying instructions sent to animal caretakers.
  4. Uses records to explain minor problems to owners and notifies pet owners of medical problems.
  5. Inputs medical information into a computer and retrieves and summarizes medical data.
  6. Administers drugs and medication to animals experiencing more serious medical problems by oral or parenteral routes in accordance with instructions and in conformance with prescribed dosages and schedules.
  7. Assists the veterinarian in medical examinations, minor or emergency surgery and treatment of quarantined animals by performing technical tasks in accordance with specific instructions and established procedures.
  8. Assists in necropsy examinations by preparing and cataloging necropsy specimens and disposing of carcasses in accordance with established procedures and requirements.
  9. Cares for, feeds and attends to newborn and sick animals, and animals recovering from surgery or immobilizing drugs.
  10. Observes and records observations made of the animals and reports unusual physical or behavioral conditions or changes in their health to the veterinarian or takes appropriate allowable action in caring for the animal until the animal can be seen by the veterinarian.
  11. Performs laboratory tests on skin scrapings, blood, urine and stool samples and records findings.
  12. Assists in x-ray examinations by restraining the animals and develops x-ray films.
  13. Scans all incoming pets using a microchip scanner to check for microchip. Checks the number on the microchip to the number issued by the Division. Implants microchips by injection when necessary and records all appropriate information in the medical record.
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PART I  
VETERINARY ASSISTANT

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This is an amendment to the class specification for the class VETERINARY TECHNICIAN which was approved on July 13, 1998 and a change in title to VETERINARY ASSISTANT.

Effective Date: 7/1/18

DATE APPROVED: 8/31/18

  
RYKER WADA, Director  
Department of Human Resources Development