

## **CLASS TITLE: VETERINARY TECHNICIAN**

**PURPOSE OF THE CLASSIFICATION:** Under direct supervision of a licensed Veterinarian provides technical nursing care and treatment for veterinary patients and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Assists in providing regular and preventive health care and nursing for a number of species in the City's animal programs
- Acts in a lead role over the Veterinary Assistant Apprentices and Veterinary Assistants
- Conducts specialized analytical laboratory tests and examinations
- Assists in major surgical and postmortem studies and analyses, ensuring Oklahoma State Department of Health regulations
- Maintains animal hospital facility as concerns cleanliness and minor maintenance
- Develops and maintains veterinary and laboratory records
- Orders and maintains pharmaceuticals, materials and supplies
- Assists in a variety of educational and cooperative programs
- Responds to emergency calls on a twenty-four hour basis
- Anesthetizes and restrains animals as required
- Operates and maintains a variety of medical laboratory and x-ray equipment
- Monitors, observes and communicates vital signs
- Acts as liaison for the department with area veterinarians and animal rescue/welfare individuals/groups
- Schedules veterinary procedures
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree from an American Veterinary Medical Association accredited program in veterinary technology and two (2) years experience working within a related veterinary environment. Refer to the Veterinary Technician Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Considerable knowledge of the principles, practices and techniques of veterinary technology; good knowledge of laboratory procedures and analysis methods; and some knowledge of domestic and exotic animals. Ability to conduct laboratory testing and examinations; ability to provide assistance in surgical procedures; ability to prepare and maintain records and reports on animals and related research efforts; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone and surgical and laboratory instruments; occasional lifting, carrying and pulling up to 50 pounds; may be subject to walking, sitting, standing, reaching, bending, handling, feeling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Current certification as a Registered Veterinary Technician (RVT) by the Oklahoma State Board of Veterinary Medical Examiners; and requires a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is indoors and outdoors and in inclement weather; and may be exposed to anesthetic and waste gases.

**Class Code: 3514**

**EEO Code: N-02**

**Pay Code: AT-28**

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**Group: Cultural, Legal and Sciences**  
**Series: Medical**

**Effective Date: June 20, 2012**