City of Dallas
Classification Specification

Title:	**Veterinary Assistant**	**Class Code:**	**12410**
Application:	**Career Series**	**Pay Grade:**	**E**
Supplemental/Code:	**Professional/2**	**Established:**	**10/1/07**
FLSA Status:	**Non-exempt**	**Revised:**	**10/01/14**

Position Purpose:

Assists Veterinarians in providing medical and technical support in the health care of animals at the city's animal shelters.

Essential Functions:

1. Prepares for and assists veterinarians with routine and emergency medical procedures to ensure activities are conducted in an efficient manner.

2. Collects and prepares biological samples to examine samples under microscope, conducts lab tests, and reports results to veterinarians.

3. Monitors animals' general health while in facilities and vital signs during procedures and while recuperating.

4. Assists veterinarians with and administers prescribed medications to animals in order to provide support and nursing care.

5. Prepares, sterilizes, and monitors surgical instrument packs and supplies for surgical procedures and treatment.

6. Assists in maintaining the inventory of pharmaceuticals, equipment, and supplies and restocks medical kits to ensure supplies are readily available.

7. Evaluates the general condition and disposition of animals to determine which animals have the best chance for adoption.

8. Maintain accurate records on all animals.

9. Ability to communicate effectively both orally and in writing.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of animal behavior.

Knowledge of laboratory equipment and techniques relating to veterinary science.

Knowledge of nutrition, care, and handling of animals.

Knowledge of animal pharmacology and physiology.

Ability to recognize medical symptoms and problems relating to animals.

Ability to work effectively with others.

Ability to keep medical records on animals.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Must be a certified veterinary assistant in the State of Texas within one year of employment.

Working Conditions and Hazards:

Works in laboratory and outdoors.

Exposed to illnesses, possible injury from animals, drugs, and chemicals.

Lifts and restrains animals and moves equipment.

May be required to work weekends and holidays.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.