



Licensed Veterinary Technician

Class Code:
B92253

Bargaining Unit: 1553 Courthouse Employees

SALARY RANGE

\$19.85 - \$27.78 Hourly
\$3,225.53 - \$4,515.06 Monthly
\$38,706.41 - \$54,180.70 Annually

GENERAL PURPOSE:

This position provides routine and paraprofessional veterinary services to include surgical assistance, routine medical care and assessment/treatment of shelter animals at the Spokane County Regional Animal Protection Service (SCRAPS) Department, under the supervision of the Animal Services Veterinarian. Work is performed with independence, in accordance with best practices and State and Federal requirements. Work is reviewed through reports and results obtained.

ESSENTIAL JOB FUNCTIONS:

- Assists the Veterinarian with medical and dental procedures; prepares animals for surgery; sedates and administers anesthesia; monitors anesthetized animals; assists with surgical procedures; monitors animals during recovery and after surgery.
- Prepares, sterilizes and maintains surgical packs.
- Assists Veterinarian with medical emergencies, including placement of IV catheters, monitoring of vital signs and providing fluid therapy.
- Draws up, logs and administers controlled substances under the supervision of the Veterinarian.
- Performs basic examinations of intake animals; makes preliminary assessments for veterinarian; assists in stabilizing ill and injured animals.
- Utilizing proper animal handling techniques, assists Veterinarian in restraining animals for clinical examination.
- Performs a variety of screening/diagnostic tests; collects, prepares and analyzes specimens, including blood and fecal samples, skin scrapings, etc.
- Acts as liaison between Animal Services Veterinarian and the public; accurately conveys medical history and Veterinarian's exam findings to the public.
- Prepares and administers vaccinations, medications and minor medical treatments according to instructions and direction from the Veterinarian.
- Participates in vaccination/microchip clinics and other programs as developed and offered by SCRAPS.
- Updates and maintains electronic records, including entry of examination findings, vaccination history, medications administered, surgical procedures performed, and

other medical treatment information.

- Prepares medical disclosures for adoptable animals, under supervision of the Veterinarian.
- Performs daily rounds of sick and injured animals, makes progress notes and schedules follow-up exams on animals of concern. Ensures treatment plans have been communicated to shelter operations staff and are carried out appropriately.
- Examines animals before discharge and advises owner on post-surgical care.
- Maintains a safe, secure and healthy environment by sanitizing and disinfecting exam and surgical areas.
- Monitors veterinary services supply inventory; places orders and verifies receipt of supplies. Assists with maintaining inventory of FDA controlled substances and other medications required for surgery or medical treatment.
- Performs humane euthanasia.
- Assists in supervising and training volunteers in the animal services division.
- Performs other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate's degree from an accredited college or university in Animal Sciences, Business Administration, Public Administration, Criminal Justice or a related field.
- Three (3) years of experience performing duties related to the work activities and responsibilities of the position.
- Licensure as a Washington State Veterinary Technician

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic animal health procedures and practices.
- Knowledge of small animal anatomy, medicine and basic surgical procedures.
- Knowledge of intravenous administration of anesthetics; intubation and surgical preparation for sterile field.
- Knowledge of induction, monitoring and recovery of animals under anesthesia.
- Knowledge of animal welfare, handling, health, behavior and nutrition.
- Knowledge of humane animal treatment.
- Knowledge of safety procedures and techniques used in dealing with animals and laboratory samples.
- Knowledge of appropriate record keeping requirements for Schedule II narcotics and biohazard waste.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships with those contacted during the course of work including SCRAPS staff and leadership, local veterinarians, partner organizations and community groups, and the general public.
- Skilled in use of a personal computer.
- Ability to perform basic examinations of animals.
- Ability to handle animals under all types of conditions and situations.
- Ability to administer anesthesia, vaccines, medications and other medical treatments.

- Ability to assist with high-volume spay/neuter procedures while maintaining excellence in patient care.
- Ability to apply sterile technique while assisting during surgery.
- Ability to interact with people from various backgrounds and experience in all types of situations.
- Ability to work in an emotionally taxing field and maintain a positive attitude.
- Ability to schedule and coordinate patient care; set priorities; adapt to changing priorities.
- Ability to support and communicate SCRAPS euthanasia policies and decisions.
- Ability to display sound judgement, confidence and professionalism in high stress situations, including surgical and anesthetic emergencies.
- Ability to prepare and maintain accurate reports, records, logs and filing systems.
- Ability to maintain quality of care and attention to detail in performance of all tasks.

CLASSIFICATION STANDARDS (NOT USED ON NEWER CLASS SPECS):

BEHAVIORAL STANDARDS:

All County employees are responsible for contributing to a safe and positive work environment, actively demonstrating the County values in their daily work and interactions:

- **Respect:** Appreciating and valuing customers, other County employees and County leadership by showing courtesy, friendliness and fairness. Communicating in a productive and professional manner.
- **Accountability:** Honoring and delivering on commitments by taking responsibility for personal actions and results; being a responsible steward of public resources and the trust County residents have placed in each of us.
- **Integrity:** Modelling transparent and ethical behavior and demonstrating it with honest and trustworthy behaviors and actions; leading by example and performing work to the highest standards.
- **Innovation:** Striving for excellence by actively pursuing opportunities for new and improved methods, procedures or technologies; fostering an environment of engagement and empowerment and embracing continuous improvement.

ESTABLISHED / REVISED DATES:

11/10/2017 (Rev. 12/15/17, 12/13/2022)