

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ANIMAL CLINIC TECHNICIAN
DEPARTMENT: ANIMAL CARE AND CONTROL
REPORTS TO: VARIOUS

CLASS CODE: 2016
FLSA STATUS: N
DATE: 06/05

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, provides routine paramedical treatment to animals. Cares for animals and assists veterinarian to perform medical procedures; monitors post-surgery animals; maintains and sanitizes equipment and surgical area; completes necessary paperwork.

DISTINGUISHING CHARACTERISTICS:

The Animal Clinic Technician is primarily responsible for carrying out the direction of a licensed veterinarian and/or a registered veterinary technician; providing paramedical treatment to animals; carrying out euthanasia according to established procedures, and maintaining health care programs within the animal shelter facility.

The assignment of assisting with medical surgical procedures distinguishes this class from that of the Animal Facility Attendant class. The Animal Clinic Technician may perform some of the duties in the Animal Facility Attendant classification, such as maintaining the cleanliness of animal facilities. The Registered Veterinary Technician class is distinguished from this class by the requirement to possess a California Registered Veterinary Health Technician or Animal Health Technician certificate as well as the preponderance of duties associated with the methods, techniques, medication and pharmaceuticals used in the care and treatment of animals. Incumbents in the Animal Clinic Technician class may perform some duties that are similar to that of the Registered Veterinary Technician class, such as assisting a veterinarian in performing surgery and providing health care to animals held at the animal shelter.

SUPERVISION EXERCISED:

The animal Clinic Technician exercises no supervision. This position is supervised by the Animal Care and Control Director and may take direction from a Veterinarian and/or a Registered Veterinarian Technician. This class may provide training to other staff.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Coordinates and schedules surgery appointments in the clinic and mobile van; oversees the completion of required surgery and/or release forms and provides information and instruction to animal owners; talks with animal owners, staff, and volunteers concerning health issues of shelter animals.

Prepares animals for surgery, clips, scrubs, assists with sedative injections, places breathing tubes and connects anesthesia machine; monitors post-surgery animals to prevent and/or treat surgical complications; cleans and sterilizes surgical equipment and surgical area, including cages, floors and counter tops; operates and maintains an autoclave for sterilizing surgical packs.

Administers vaccines, antibiotics and other medications as directed by a county veterinarian. Performs health related duties as assigned, may include bathing, cleaning ears, and trimming nails; conduct euthanasia of animals by direct injection when necessary.

Tracks progress of clients/patients and provides for follows up treatment if necessary.

Processes paperwork associated with surgical procedures; inputs animal and owner information into computer database and prints certificates and receipts when appropriate; assists with monthly billing; orders supplies.

May serve as backup for other assignments.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Various Medical Supplies and equipment
Personal computer

Autoclave
General office equipment

Vehicle(s)
Live Animal Traps

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED. One year of experience performing paramedical tasks in a veterinarian office or animal shelter is preferred: or,

Any combination of related education, training, and experience that provides the required knowledge, skill, and abilities, to perform the essential functions of the job.

Must successfully pass criminal history and other background checks.

Licenses and Certifications:

A valid California class C driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Proper animal restraint techniques.

Assisting in medical surgical procedures.

Sterile techniques and consequences of contaminations in a surgical environment.

General animal health care.

Basic record keeping.

Computer applications and hardware related to performance essential to the job including: database, spreadsheet, and Word.

Skill in:

Safe animal handling.

Performing paramedical tasks.

Communicating clearly and effectively, both orally and in writing.

Following written and verbal instructions.

Using Tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately enter and retrieve data and information.

Mental and Physical Abilities:

Learn state/federal laws and local ordinances relating to the care, treatment, and impounding of animals.

Handle animals properly and perform work in a humane manner.

Establish and maintain effective working relationships with management, employees, clients and the public.

Learn to recognize symptoms of rabies and other common diseases of animals.

Understand program objectives in relation to departmental goals and procedures.

While performing the essential functions of this job the employee is regularly required to stand for long periods, walk, use hands and fingers to handle or to feel, reach with hands and arms, stoop, kneel, bend, crouch or crawl, and to speak and to hear.

While performing the essential functions of this job the employee is regularly required to use color, sound, odor perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 25 pounds and occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is regularly exposed to toxic or caustic chemicals, pharmaceuticals, outdoor atmospheric conditions, and non-weather related hot temperatures.

The incumbent's working environment noise level is typically moderate to loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.