

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: REGISTERED VETERINARY TECHNICIAN**  
**DEPARTMENT: ANIMAL CARE & CONTROL**  
**REPORTS TO: ANIMAL CONTROL DIRECTOR**

**Bargaining Unit: SEIU**  
**Class Code:**  
**FLSA Status:**  
**Date: 11/02**

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**JOB SUMMARY:**

Under general supervision of a veterinarian, provides routine paramedical treatment to animals. Cares for animals and assists veterinarian to perform medical procedures and administer medication.

**DISTINGUISHING CHARACTERISTICS:**

The class of Registered Veterinary Technician is distinguished by the routine assignment of medical, surgical and pharmacological duties requiring technical expertise. Generally, these duties distinguish Registered Veterinary Technician from other classifications related to Animal Control. The Animal Care and Control Officer duties are distinguished from this class by the preponderance of duties associated with the enforcement of laws and ordinances and by patrol duties. Incumbents in the Registered Veterinary Technician classification may perform some duties, such as maintaining the cleanliness of animal facilities contained within the Animal Facility Attendant classification

**ESSENTIAL JOB FUNCTIONS:**

Assists County Veterinarian in providing health care to animals held at the animal shelter; assists veterinarian in performing surgery; renders emergency care within the scope of duties as directed by the veterinarian.

Administers medications and immunizations; determines correct procedures and substances to inject for the disposal of animals and injects animals for purposes of euthanasia.

Conducts physical examination to make a preliminary determination of the nature of illness or injury; takes and records temperature, pulse, and respiration; collects and labels specimens for culture or microscopic examination. Monitors the care of animals.

Maintains inventory of all pharmaceuticals, equipment, and supplies; maintains records and reports.

Receives animals and separates for observation all animals that show signs of rabies or other diseases.

Maintains sanitary conditions in kennels and cages.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Various Medical and Pharmaceutical Supplies/Equipment	Personal Computer
General Office Equipment	Live Animal Traps
	Vehicle(s)

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED. Experience performing paramedical tasks in a veterinarian office or animal shelter is preferred; or,

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

**Licenses and Certifications:**

Possession of a California Registered Veterinary Health Technician or Animal Health Technician Certificate. Possession of a valid driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Methods, techniques, and medication and pharmaceuticals used in the care and treatment of animals.

Physical and behavioral characteristics which may indicate common animal diseases.

Basic record keeping, report preparation, filing methods and record management techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

**Ability to:**

Recognize dog and cat breeds, marine, livestock, wildlife and exotic animals.

Handle animals safely.

Use tact, discretion, initiative and independent judgment within established guidelines.

Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicate clearly and effectively, both orally and in writing.

Establish and maintain effective working relationships with a variety of individuals.

Learn State laws and County ordinances relating to the care, treatment, and impounding of animals.

Conduct euthanasia of animals willingly.

Recognize symptoms of rabies and other common diseases of animals.

Understand and carry out oral and written instructions.

**Working Conditions:**

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

While performing the essential functions of this job the employee is frequently required to lift and/or move up to 50 pounds and may rarely lift up to 100 pounds.

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

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 conditions are typically loud.