

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:** VET ASSISTANT

**FLSA STATUS:** NON-EXEMPT

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to support the veterinarian in ensuring quality veterinary care for all pets, advocate for pets, educate clients on all aspects of pet health, and ensure a safe and effective clinic environment. The Vet Assistant must be able to pay attention to detail, respond quickly and calmly to crises, and maintain very high standards of patient care. In addition, the Vet Assistant must be able to communicate well with doctors, managers, clients and other vet technicians, showing care and concern for their pets. The Vet Assistant will assist in over all day to day operations of the clinic. Reports to Veterinarian and PAWS Director.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Examines dogs, cats, wild, and exotic animals housed in the Animal Shelter for diseases, injuries, parasites, and other afflictions.

Conducts laboratory tests on blood, urine, and stool samples to assist in determining the presence of diseases.

Provides continuous information on the condition of afflicted animals to the Veterinarian and Animal Services personnel.

Maintains animal medical records and euthanasia reports.

Assists the Veterinarian in performing diagnostic, medical, and surgical procedures.

Administers and monitors anesthesia as directed by veterinarian.

May assist with euthanasia on an as needed basis.

Nurses animals that have undergone surgery or other medical procedures.

Administers vaccinations and other medications as required by procedures.

Performs first aid on injured animals by applying splints, tourniquets, blankets, muzzles, and other related medical supplies and equipment.

Maintains the cleanliness and orderliness of medical equipment and apparatus located in the medical exam and operatory area.

Utilizes autoclave in sterilizing medical and surgical instruments and equipment.

Cleans and disinfects kennels in all areas of the facility.

Maintains inventory of medical supplies and equipment and related records.

Act as the extra eyes, ears and hands for the veterinarian to ensure the best quality pet care and to maximize the

## **Rutherford County, Tennessee • Vet Assistant**

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Veterinarian's productivity. Lead veterinarians and veterinary medical team through the Cycle of Service and communicate with the other associates to maintain the flow of patients.

Provide professional, efficient and exceptional service at all times. This includes performing procedures that do not require veterinarian assistance, completing preparatory work for other procedures, ensuring that clients and Pets are comfortable in the clinic, and monitoring hospitalized or surgical pets.

Educate clients about wellness plans, preventive care, pet health needs, any diagnosis or treatment, hospital services and other issues.

Obtain relevant information and history from clients and maintain proper and complete medical charts.

Ensure the safety of Pets, clients and associates by utilizing safe restraining techniques, following standard protocols, and maintaining clean, sterile and organized treatment areas, exam rooms and labs.

Understand and follow state guidelines regarding duties of veterinary assistants.

Ability to work at a computer for long periods of time.

Ability to be confident around pets (i.e., dogs, cats, birds, reptiles, etc.)

Client needs and work volume may often require more than 25 hours per week to complete essential duties of this job. This position requires special hours including working weekends and evenings.

Ability to stand, walk, stoop, kneel, crouch, and climb as well as manipulate (lift, carry, move) up to 50 pounds. Requires good hand-eye coordination, arm-hand-finger dexterity with the ability to grasp, and visual acuity to use a keyboard and operate equipment.

Ability to perform basic office related tasks such as scheduling appointments, processing paperwork and checking patients in at time of appointment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Associate is routinely exposed to a variety of Pets that may bite or scratch, and on occasion, exposed to anesthesia, radiation, biological hazards and medication/controlled substances.

Ability to multi-task- manages multiple tasks at one time; quickly and accurately shifts attention among multiple tasks under distracting conditions without loss of accuracy or appearance of frustration.

Possesses a willingness and aptitude to take appropriate steps in finding solutions to problems; presents options and ideas to enhance current processes or procedures. Takes on additional responsibility when both big and small tasks need to be done.

Firmly adhere to the values and ethics of Rutherford County PAWS, exhibit honesty, discretion, and sound judgment.

Must work hours as scheduled.

Complete work as assigned work station as determined by supervisor.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other animal care employees.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess experience and knowledge in determining animal condition and health and has the ability to handle situations in a professional/tactful manner. Must also possess time management skills, including the capability to work productively in fast-paced environment, keep focus on several tasks at once, and be prepared for interruptions when needed to attend to more crucial matters. Must be able to effectively communicate knowledge and information to a non-technical audience. Must possess basic computer skills, including but not limited to word processing, email, and Internet.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 150 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, violence, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours:   5   Maximum Continuous Time:   2  

**2. SITTING**

Estimated Total Hours:   3   Maximum Continuous Time:   1  

**3. LIFTING/CARRYING**

Objects: Animals

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs		X			
76-100 lbs			X		
>100 lbs			X		

**4. PUSHING/PULLING**

Objects: animals, trash, food containers, cages, cat litter

Height of hands above floor during push: most frequently chest level

**5. CLIMBING**

Tasks: cleaning cages;

Device: ladders, step stools

Height: 4 foot ladder to reach 8 foot cage; 6 to 10 foot deep holes; 10+ foot trees

Frequency: daily; monthly

**6. BENDING/SQUATTING/KNEELING**

Tasks: vaccinating, cleaning cages, laundry, calling animals, picking up animals, examining animals

Frequency: frequently, several times a hour

**7. REACHING**

Tasks: cleaning, retrieving animals, laundry, dishes, litter pan, vaccinations, inventory, identification

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	30 seconds per pan	2.5 lbs
21-36"	Straight and angled	45 times a day	15 minutes	8 lb cat; 30 lb dog

\* Litter pan set up and cleaning the cages

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes/ odors	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X

Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	80 % of time
Outside	20 % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED**

Including but not limited to computer, phone, fax machine, copy machine, two-way cell phones, pagers, brooms, mops, scrub brushes, spray bottles, squeegees, latex gloves, needles, knives, catch poles, nets, muzzles, carriers, ladders, pooper scoopers, carts, vehicles, stretchers, ramps, animal traps, snake tongs, scanners

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		3-4 hours per day
Grasp	X		Frequently (90% of time)
Fine Motor (i.e. writing, twisting hands or wrist, etc.)	X		Frequently (90% of time)



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Full Legal Name (printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date