Job Description

Job Title: Registered Veterinary Technician
This position is Supervised by:  Director of Operations

Essential Functions:
1. Prepares animals for surgery; induces and monitors anesthesia.
2. Assists veterinarians with surgery and necropsies.
3. Performs routine clinical laboratory tests.
4. Medicates, and provides routine medical care to shelter animals.
5. Assist Veterinarian with entering, and maintaining shelter animals records.
6. Autoclaves and maintains all surgical packs.
7. Implants microchips into animals placed for adoption.
8. Renders emergency treatment in life-threatening situations to sustain life.
9. Performs follow-up treatment as prescribed by a veterinarian.
10. Screens animals for adoptions.
11. Examines all animals coming into the shelter and determines if referral to a veterinarian is necessary.
13. Assists staff in proper euthanasia techniques utilizing injection methods.
14. Maintains records and files using a computer. Stores and maintains inventory of medical supplies.
15. Provides expert witness testimony in court cases related to animal cruelty and neglect.
16. Documents medical progress in cruelty cases and provides case management for long-term "in-custody" holds.
17. Removes tissues from dead animals for diagnosis.
Knowledge of:
Federal, State, and County laws, regulations, and ordinances governing

- Rabies quarantine, impounding, releasing and destruction of animals
- Euthanasia techniques
- Drug Enforcement Administration (DEA) record keeping requirements for Schedule II narcotics and SHARPS biohazard waste
- Physical and behavioral characteristics of common breeds of dogs, cats, livestock and wildlife
- Disease symptoms in domestic animals
- Autoclaving and surgical pack preparation
- Aseptic surgical techniques
- Animal care and husbandry
- County customer service objectives and strategies
- Telephone, office, and online etiquette
- Current technology and trends in the profession

Skills and Abilities to:

- Identify normal and abnormal animal behavior and symptoms of rabies and other animal disorders
- Care, feed, and safely handle animals to avoid injury to persons/animals.
- Properly store and maintain inventory of medical supplies, including Schedule II narcotics
- Apply laboratory analysis techniques
- Provide technical guidance to departmental staff on euthanasia techniques
- Read, understand, interpret, and apply department policies and procedures
- Prepare reports and other written material in a logical, concise, and accurate manner
- Maintain accurate records and files
- Function calmly in situations that require a high degree of sensitivity, tact, and diplomacy
- Effectively communicate orally and in writing
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect
• Assess the customer’s immediate needs and ensure customer’s receipt of needed services through personal service or making appropriate referral
• Provide prompt, efficient and responsive service
• Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
• Establish working relationships and effectively with management, employees, employee representatives and the public representing diverse cultures and backgrounds

**Education and/or Experience**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above

Current registration in the State of Ohio as a Registered Veterinary Technician at time of appointment and must be maintained throughout employment in this class.

One (1) year of experience in an animal hospital and/or public animal control agency is highly desirable.