

FAIRFIELD COUNTY
ANIMAL CONTROL DEPARTMENT
VETERINARY ASSISTANT-DECEMBER 2019
FLSA CLASSIFICATION-NON EXEMPT
GRADE 14

GENERAL STATEMENT OF JOB

Under general supervision maintains a sanitary and safe facility for lost, unwanted and/or abandoned animal in the County. Follows specific guidelines, procedures, and policies in feeding and caring for the animals and cleaning of facility. Provides care to sick and injured animals including administering medication by direction of Veterinarian. Maintains data on each animal cared for in the shelter. Assists with shelter operations and maintenance to maintain public safety and welfare. Reports to the Animal Control Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assesses animal health and well-being at the time of intake.

Administer vaccinations, medications and de-wormer to animals as needed.

Interprets tests results as directed by the Director or Veterinarian.

Maintains and records data into database as needed.

Provides basic hygiene treatments for all shelter animals as needed.

Communicates relevant health information and medications to various veterinary practices as well as animal shelter staff.

Schedules appointments as needed.

Transports animals to and from veterinary offices.

Maintains professional, productive working relationships with various groups, agencies, and vendors to ensure a high quality of care for all shelter animals.

Employee Initials: _____

Supervisor Initials: _____

Provides advice and assistance to the public, dog owners, humane groups and others related to the care and control of animals at the shelter.

Assists with other related duties of the Animal Control department when needed.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by five years of animal care or related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess or obtain euthanasia certification. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as other equipment such as euthanasia chamber, catch pole, traps, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; position requires the ability to stoop, kneel, crouch, crawl, etc. Must be able to lift and/or carry weights of approximately fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as daily activity reports, monthly reports, etc. Requires the ability to communicate with co-workers, the County Health Department, supervisor, and the general public with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to animal care and control, medical systems relative to animals, counseling, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Employee Initials: _____

Supervisor Initials: _____

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and figure percentages; determine time and weight; and utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing animal control equipment. Requires the ability to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Knows County and State regulations regarding animal care and control. Has considerable knowledge of the animal control and rabies control laws established by the State of South Carolina. Has specific knowledge of health and safety requirements and regulations related to animal control. Has comprehensive knowledge of euthanasia procedures and is skilled in performing same. Knows what information and specific reports must be maintained and completed. Knows how to handle and care for animals. Is able to recognize rabies symptoms in animals. Knows how to utilize a variety of types of animal control equipment. Has the ability to perform mathematical calculations as required. Is able to communicate well with the public and effectively and diplomatically explain and interpret animal control regulations. Is able to remain calm under extreme adverse conditions.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Employee Initials: _____

Supervisor Initials: _____

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimum supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with minimum errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interfaces effectively with higher management, other professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

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Supervisor Initials:_____