

# County of Henrico Job Classification

## Veterinary Technician



### General Summary of Classification:

Provides skilled veterinary nursing and clinical support in an animal shelter setting; observes animal behavior and condition, performs routine and emergency care, prepares animals and equipment for diagnostic and surgical procedures, administers treatments as directed by a veterinarian, maintains accurate medical records, and assists with coordination of care with contract veterinarians; performs other duties as assigned.

### Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Observe the behavior and condition of animals and report findings to the veterinarian.
- Provide nursing care and emergency first aid to recovering or injured animals.
- Bathe animals; clip nails or claws; brush or trim hair as directed.
- Safely restrain animals during examinations, treatments, and procedures.
- Administer anesthesia under veterinary direction and monitor animal responses.
- Take X-rays and collect/perform laboratory tests (e.g., urinalysis, blood counts).
- Prepare animals, surgical areas, and instruments for surgery.
- Administer medications, vaccines, and treatments prescribed by a veterinarian.
- Collect and record animals' medical histories and maintain accurate case documentation.
- Organize and schedule medical care with contract veterinarians.
- Assist the veterinarian with humane euthanasia in accordance with policies and procedures.
- Perform a variety of clinical care and laboratory tasks typical of a shelter environment; work with companion animals and wildlife as needed.
- Maintains inventory and orders medications and supplies from County approved vendors.
- Performs other duties as assigned.

### Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Working knowledge of veterinary nursing practices, animal behavior, restraint techniques, anesthesia monitoring, radiography, laboratory testing, surgical preparation, vaccination protocols, and humane euthanasia procedures in a shelter environment; ability to apply established clinical protocols and maintain accurate medical records.
- **Technical:** Proficiency with basic veterinary equipment (e.g., anesthesia machines, radiography, autoclaves, laboratory analyzers) and standard office systems for scheduling and recordkeeping; ability to learn County-specific systems.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly and compassionately with veterinarians, staff, volunteers, and the public; maintain

professionalism in stressful situations; work effectively as part of a multidisciplinary team.

- **Decision-making and Authority:** Exercises sound judgment within established veterinary protocols; recognizes when to escalate atypical conditions or urgent issues to the veterinarian.
- **Leadership:** Non-supervisory; may provide guidance and training to volunteers or less experienced staff on handling and care procedures.
- **Environment:** Works primarily in clinical and animal shelter settings with potential exposure to biohazards, zoonotic diseases, allergens, and distressed animals; may work indoors and outdoors based on operational needs.
- **Physical:** Visual and hearing acuity sufficient for clinical tasks; ability to stand, walk, bend, and safely restrain animals; lift and move animals and equipment as needed.

### **Minimum Education and Experience:**

- **Education:** Graduation from an accredited veterinary technology program;
- **Experience:** One (1) year of clinical veterinary experience in an animal shelter or veterinary practice;
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

### **Other Requirements (License, Certifications, Training, etc.):**

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.
- Certification as a Veterinary Technician from an accredited program.
- Possession of a valid driver's license.

Job Code: G.C.S.0005

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.