

VETERINARY MEDICAL ASSISTANT

Job Code	Pay Grade
20056	CL6

Nature of Work

This is technical work assisting Veterinary Technicians under the supervision of a veterinarian in the Animal Services Department. Employees in this class provide daily caretaking needs of the animals, medical assistance by administering injections and medication, preparing animals for, and assisting in, surgery and post-operative observation, security of drugs, laboratory work, and related clerical duties. Incumbent may assist with euthanasia on animals.

Minimum Qualification Requirements

- Graduation from high school or possession of a GED Certificate; and,
- One year of experience in the treatment and care of small animals which included administering vaccinations, medications, and medical treatment to animals; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and stamina to lift heavy animals.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Attends to the daily caretaking needs of the animals under their care, such as feeding, walking and providing water and clean bedding.
- Cleans and disinfects animal cages, exam rooms, and treatment areas.
- Maintains surgical equipment, sterilize surgical instruments, and assist the veterinarian and certified veterinary technician as needed in surgery (such as patient preparation, restraint, and monitoring).
- Medicates and inoculates animals admitted to kennel.
- Restrains patients for blood/urine collection and tissue sampling for testing.
- Collects Specimen, performs laboratory tests such as urinalysis setup, operation of automated blood machines, fecal exams, and bedside "SNAP" tests (heartworm, feline leukemia/FIV, etc.).
- Maintains patient charts that document daily care.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

Knowledge of veterinary medical and surgical practices and procedures and laboratory procedures.

Ability to handle and restrain large and small animals.

Ability to deal effectively and courteously with the public.

Ability to maintain records and type accurately at a reasonable rate of speed.

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Revised	EEOC Code	Overtime Code
9/16	Para-Professionals	Classified