



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Veterinarian Technician

DEPARTMENT: Animal Services

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.
 Some weekends

SALARY RANGE: \$11.19 - \$16.83 / hour

GRADE: 12

Assist Veterinarian with examination and treatment of animals and assists the Kennel Manager.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assist contract Veterinarian with examination and treatment of animals. Provides and administers basic veterinary procedures in the absence of the Veterinarian.
- Assists in Kennels as needed. Assists with cleaning and disinfecting Kennels.
- Assists general public with adoption/redemption of animals.
- Prepares manual and computerized reports and documents in a neat, timely and accurate manner and to assist with adoptions, redemptions and Parish Adoption Website.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required; Three (3) years of work experience as a Veterinarian Technician or two (2) years experience with Veterinarian Technician certification preferred.
- Must possess a valid Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and reach as required by the job, lift up to fifty (50) pounds and assist to one-hundred-fifty (150) pounds.