



**Code: 3492**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: VETERINARY ASSISTANT**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, assists in the treatment and care of sick or injured animals at the Animal Care and Control Center, and performs related duties as required

### **ESSENTIAL DUTIES**

- Prepares sick or injured animals for surgery by performing various pre-surgery procedures including anesthetizing animals, preparing sterile surgical site and placing animals on surgery table with appropriate restraints
- Assists during surgical procedures by monitoring anesthesia, both intravenous and gas, operating anesthetic machines and heart monitor and handing instruments to Veterinarian
- Cleans and sanitizes medical equipment and surgery room
- Follows treatment logs in administering drugs and medications to animals such as vaccinations, oral and liquid medications or injections and antibiotics
- Works assigned duty shifts to provide emergency medical treatment to sick or injured animals brought to the Center, determining most appropriate treatment to stabilize animals, or if needed performs euthanasia by injection
- Takes blood, fecal and urine samples and performs standard laboratory tests to analyze samples
- Takes x-rays and assists Veterinarian in taking tissue samples for biopsies and necropsies
- Operates a personal computer and maintains records on the center's inventory tracking system, entering and updating information relating to drugs and supplies dispensed, the intake of animals, medical procedures and surgeries performed at the center and adoption or outcome of animals
- Maintains and inventories supply room stocked with drugs, supplies and controlled substances
- Evaluates animals against established safety criteria to assess whether they are adoptable
- Provides post-surgical care information to persons adopting spayed or neutered animals
- Completes medical portion of adoption paperwork

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an American Veterinary Medical Association (AMVA) accredited two year college program in Veterinary Technology **OR** four years of work experience in the treatment and care of animals in an animal hospital or an animal shelter's medical division.

#### **Licensure, Certification, or Other Qualifications**

- Must obtain State of Illinois certification as an euthanasia technician within four months of hire

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**WORKING CONDITIONS**

- Animal shelter environment (exposure to wet, smells, animal waste, blood)
- Exposure to microorganisms
- Exposure to infectious waste

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Safety equipment
- Laboratory equipment (e.g., sterilizers, scales, centrifuges)
- Dental equipment, dentistry tools, and anesthetic devices
- Medical and surgical equipment and instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, microscope, x-ray machine, anesthetic, life signs monitors)

**PHYSICAL REQUIREMENTS**

- Heavy lifting (up to 75 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to bend, stretch, or reach out to grasp and handle animals and equipment
- Ability to administer drugs and perform euthanasia on animals

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*veterinary medicine and surgical procedures
- \*veterinary medical equipment, instruments, materials, and supplies
- testing and treatment practices and procedures related to animal diseases and disorders

Some knowledge of:

- \*anatomy and physiology of animals
- \*medical terminology related to the veterinary field
- sanitary principles, practices, and procedures as it relates to animal care facilities

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- SCIENCE - Use scientific rules and methods to solve problems
- EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
July, 2012