

Polk County Sheriff's Office Job Description
1223 Animal Care Technician

September 22, 2004, Revised October 9, 2006

Position Concept:

The Animal Care Technician performs field work assisting the Veterinarian in all aspects of veterinary care including emergency care, restraint and treatment. The member performs technical, operational, and public relations duties and tasks specific to the position. The member performs all duties of an Animal Control Enforcement Officer.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Animal Care Technician may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Perform animal restraint
- Conduct medical treatment
- Operate specialized equipment
- Administer medications, vaccines
- Collect samples and perform tests
- Prepare and assist animal surgery
- Collect and label specimens
- Maintain treatment records
- Inventory pharmaceuticals, equipment, supplies
- Advise, educate animal owners
- Maintain files
- Communicate via telephone
- Maintain instruments, equipment
- Prepare forms and reports
- Attend meetings
- Perform clerical duties as required
- Assist with kennel duties as necessary

Education, Professional Certification or License:

- High School or GED, two year College Degree preferred
- Valid Florida driver's license
- Successful completion of Associate of Science in Veterinary Technology or have minimum of three years relevant experience employed by a licensed veterinarian preferred
- Successful completion of a 40 hour minimum standards training course approved by the Florida Animal Control Association
- Maintain Certification as required by Florida State Statutes
- Successful completion of state approved euthanasia training
- Notary for the State of Florida

Professional Experience:

- Animal/kennel related work experience
- A comparable amount of training and experience may be substituted for the minimum qualifications

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Exposure

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Environmental Conditions:

- Work is subject to stand-by and/or call out for emergencies and must be able to work shifts
- Must carry a pager and/or cell phone when on duty or on call
- Work involves day and/or night, exposure to inclement weather

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Basic veterinary medicine
- Animal restraint
- Safety rules and regulations
- Animal control ordinances/procedures
- Notary laws
- Resources
- First aid procedures
- Animal diseases and treatment
- Geographical area
- Breeds and behavior problems

Ability to:

- Read and write English
- Operate motor vehicle and large van
- Operate Veterinary equipment
- Control animals
- Respond to emergency situations
- Perform under stressful conditions
- Read a map
- Work independently

Skills:

- Exceptional customer service
- Public speaking
- Good communication
- Report writing
- Computer
- Interpersonal
- Organizational
- Telephone
- Clerical
- Keyboarding

Physical Requirements:

- Walk
- Lift/carry push/pull 70 lbs
- Speak English understandably
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Manual Dexterity
- Ambulate Independently
- Run
- Climb
- Stoop
- Bend
- Kneel
- Crawl
- Recognize colors
- Strength to control animals
- Must complete prescribed inoculations for pre-Rabies Vaccine

For additional information on this position refer to the Job Task Analysis.