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Veterinary Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV451	**Animal Care Services**	**Veterinary Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**November 3, 2026**

The Veterinary Assistant supports licensed veterinarians and veterinary technicians in providing medical and surgical care to animals. Assists with basic treatment, administers medications and vaccines, and helps ensure the health and welfare of animals in the shelter. Prepares and sanitizes surgical instruments, assists with surgical procedures and post-operative care, draw blood samples, performs basic laboratory tests, and maintains medical records. Supports humane euthanasia procedures and may operate the cremation unit. Work is performed under the direction of a licensed veterinarian, with an emphasis on animal care, cleanliness, and public education.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists veterinary medical staff with all surgeries including anesthesia administration, recording controlled substances, intubation of animals, surgical site preparation, and observation under anesthesia and recovery.
- Assists in the daily setup of the surgical suite, records oxygen/temperature logs, performs pre-surgical equipment checks and maintenance to ensure properly functioning equipment.
- Cleans surgical instruments daily, prepares surgical packs, and operates sterilization equipment; Cleans, sanitizes, and disinfects treatment area and surgical suite daily; Restocks medical supplies.
- Receives daily drop-off and release animals that come into the facility for surgical procedures. Reviews post-operative care instructions and/or medical conditions of animals.

- Assists Veterinary medical staff with daily rounds/observation of health and welfare of animals in the clinic and throughout the shelter. (a) Reports injuries and irregular behavior of animals to Veterinarian, Director, or Sheltering Manager. (b) Follows up on the health observations reported by staff and volunteers and advises the Veterinarian regarding animals that need further medical care. (c) Assists with triage and treatment of emergency patients.
- Assists in the identification of possible infectious disease outbreaks. Works with the Veterinarian and other staff to take appropriate preventive action.
- Medicates and performs treatments on hospitalized animals. Properly logs controlled substances. Performs basic laboratory procedures, sample collection, and testing as directed.
- Enters and maintains health, treatment, test results, surgery, and medication records in the database for all animals.
- Provides daily husbandry and care of animals in the clinic, transition, and isolation areas; restocks supplies; and disinfects medical outdoor exercise areas following proper sanitation protocols.
- Administers vaccines, implants microchips, and performs initial screening examinations on new arrivals, foster animals, and recheck appointments.
- Obtains radiographic studies, following radiation safety protocols, under the direction of the Veterinarian.
- Performs and assists with euthanasia of animals; ensures safe and humane handling of animals and drugs during procedure.
- Assists in maintaining inventory of medications, vaccines, and medical supplies to ensure availability and timely ordering. Removes expired products.
- Responsible for obtaining a Euthanasia Technician (EUT) license and accumulating annual Continuing Education Credits to maintain the EUT license through the New Mexico Board of Veterinary Medicine.
- Assists with training and teaching of students, interns, and other staff.
- Perform duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service; works as a team with department staff to ensure cross-functionality and back-up support as needed.
- Promotes humane awareness toward the care and treatment of animals through training, education, and outreach programs.
- Assists with medical functions for emergency disaster operations.
- In certain roles, responsibilities may involve performing euthanasia tasks.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Associate degree in related field.
- One (1) year of experience working with animals in a clinic, shelter or a professional animal establishment.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver's License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.

- Must obtain and hold a valid license as a Euthanasia Technician issued by the State of New Mexico Board of Veterinary Medicine.
- Prior to performing euthanasia tasks, approval from the Director of Animal Care must be obtained.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed primarily indoors, although duties may be performed outdoors when managing field operations or doing field investigations. When duties are performed outdoors, a county vehicle may be used.
- Indoor duties are performed in a temperature-controlled environment.
- Worker is exposed to natural weather conditions while performing outdoor duties.
- Indoor duties are performed in a facility setting with cement, carpeted or tiled floors.
- Outdoor duties are performed on surfaces which may be even or uneven, wet, or dry. Stairs may be required in performing indoor or outdoor duties. Outdoor duties may be performed on natural ground, asphalt, concrete,

snow, ice, or mud.

- Work hazards or potential work hazards include use of vehicles, stairs, exposure to extreme weather conditions, driving in adverse weather conditions.
- Worker may be exposed to animals, aggressive animals, animal bites, disease, odors, animal dander, animal byproducts and chemicals.
- Worker performs duties alone or as part of a select team.
- Worker is exposed to intermittent noise or vibration factors, particularly when driving County vehicle over unsurfaced roads.
- Worker may be required to be on-call as necessary to include evenings, weekends and holidays.
- Lifting large animals (50+ pounds) up to a height of 48".

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes computer, multi-line telephone, two-way radio, fax machine, and copy machine, and computer printer.
- Operate a variety of veterinary diagnostic and surgical instruments and animal care and handling equipment in a humane, safe and effective manner.
- Handles a variety of forms and paperwork, writing utensils, and other basic office supplies while performing duties.
- May use a variety of equipment including but not limited to a net, rope, leash, snare, squeeze cage, halters, tranquilizing equipment, ladders, horse trailer, and camera in the performance duties.
- Operates a county vehicle as needed.