



County of Monterey - Salinas, CA

Registered Veterinary Technician

\$17.54 - \$23.95 Hourly

Final Filing Date: Open until filled

Summary of Position

Monterey County Animal Services is seeking a Registered Veterinary Technician to work 20 hours per week, in the on-site clinic. Monterey County Animal Services receives/provides services for 4,000-4,500 animals a year, including spay and neuter surgeries, low cost vaccines, and emergency treatments.

The Registered Veterinary Technician will perform specialized technical work, work with and assist Veterinarian with medical procedures and day-to-day functions of the clinic, cross train in the other areas of Animal Services, and provide support to Animal Care and Animal Control as needed.

The Eligible List established by this recruitment process will be used to fill current and future vacancies, both regular and temporary, as they arise.

THE IDEAL CANDIDATE

Will have a proven track record demonstrating the following:

- Assist veterinarian with examinations and surgeries, monitor animals' vitals pre- and post-surgery, administer pre-anesthesia medication and anesthesia for surgery.
- Treat animals and administer vaccinations under the supervision of the veterinarian within established protocols.
- Keep accurate records of treatment and vaccinations for each animal in specialized computer software.
- Order and maintain shelter inventory of controlled substances, medical supplies, and medications within established protocols.
- Perform physical examinations, evaluate health of animals, determine priority for care and treatment, and make recommendations.
- Monitor health of animals in quarantine.
- Clean, disinfect, and schedule maintenance and repair of surgical equipment to ensure efficient day-to-day clinic operation.

Highly Desired: Proper preparation, handling, and disposal of rabies specimen test samples.

Characteristics of the Ideal Candidate:

- Self-starter
- Highly motivated
- Team player
- Able to multi-task

Required Conditions of Employment:

- A valid Registered Veterinary Technician certificate issued by the State of California Veterinary Medical Board. (Pursuant to Title 16, Section 4841 of the State of California Business and Professions Code)
- Due to the sensitive nature of this position, the Health Department reserves the right to fingerprint and conduct police background checks of appointees.
- Possess and maintain a valid California Class C Driver's License with a satisfactory driving record or ability to provide suitable transportation approved by the appointing authority.
- May be required to work irregular hours, weekends, and holidays.

For complete information see the class specification/job description on our website at:
<http://www.co.monterey.ca.us/personnel/documents/specifications/50M21.pdf>

APPLICATION & SELECTION PROCEDURES

To Apply: Submit the following to the Monterey County Health Department, Human Resources Division, 1270 Natividad Road, Salinas, CA 93906:

- **Monterey County Employment Application form**
- **Response to the Supplemental Questions**
- **Copy of a valid Registered Veterinary Technician Certificate issued by the State of California Veterinary Medical Board.**

Or apply on-line at <http://agency.governmentjobs.com/montereycounty>

Priority Screening Date: Thursday, February 9, 2017.

All application materials must be submitted by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as needed basis until the position is filled. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a substitute for the required application materials as noted above. The selection process is tentative and applicants will be notified if changes are made.

Application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination. For more information, or to receive application materials, please contact the Health Department Human Resources Division at [831-755-4550](tel:831-755-4550)

NOTE: If you believe you possess a disability that would require test accommodation, please call the Health Department Human Resources Office at [\(831\) 755-4550](tel:831-755-4550). Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U. S. If you are hired into this classification, as a condition of your employment you will have thirty (30) days to join the union and authorize a union dues deduction or salary deduction of appropriate fees. If you are hired into this classification in a temporary position, your salary will be hourly and you will not be eligible for the benefits listed above.

BENEFITS:**The County offers an excellent benefits package (H Bargaining Unit)**

- Retirement: Retirement benefits provided through CalPERS. The County also participates in Social Security.
- Annual Leave: 22 days of annual leave are allowed in the first year
- Holidays: 10 paid holidays per year + 1 floating holiday
- Health Insurance: the County provides a Flexible Benefits Plan, which includes health, dental and vision coverage, as well as Flexible Spending Account
- Life Insurance: \$20,000 Term Life Insurance Policy is provided
- Professional Development Stipend: \$100 per calendar year
- Deferred Compensation; Voluntary program available

See <http://www.co.monterey.ca.us/personnel/Benefits.html#sheets> for more information (H Bargaining Unit Benefit Summary Sheet.)

Part-time permanent employees with a minimum Full Time Equivalent (FTE) of 0.5, but less than 0.8 FTE, will receive half (1/2) of the County elective contributions received by the full-time permanent employee. The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevails over this listing.

Monterey County SUPPLEMENTAL QUESTIONS
Registered Veterinary Technician

1. If not applying on-line:

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without a Supplemental Questions Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to these questions. Failure to provide a complete response to any of these required questions will eliminate you from further consideration. Your response to the questions is an integral part of the selection process.

I have read and understand the supplemental questions instructions.

2. Pursuant to Title 16, Section 4841 of the State of California Business and Professions Code, do you possess a valid Registered Veterinary Technician certificate issued by the State of California Veterinary Medical Board? **(If yes, you must attach a copy of your certificate.)**

Yes No

3. Please describe your background, education and experience that has prepared you for this position.

4. Please describe your exposure to animal shelters.