



# DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.*

## CAREER OPPORTUNITY

### VETERINARY TECHNICIAN Saratoga County Animal Shelter

**SALARY** \$54,362 (Max achievable salary level \$63,530; based on years of service with Saratoga County)  
**\* Excellent Compensation Plan, Benefits & NYS Retirement System Membership \***

#### ***Distinguishing Features of this opportunity are...***

The work involves responsibility for performing duties required in carrying out medical orders as prescribed by a licensed Veterinarian which requires an understanding of veterinary science. The Veterinary Technician assists in the practice of veterinarian medical care and regular maintenance of all animals at the shelter. There are some physical risks involved in the work due to the nature of the animal population. The employee may have to hold, move or lift animals in excess of 50 pounds in weight. Work is performed under the direct supervision of the Director and Deputy Director as well as, at times, under the general supervision of a licensed veterinarian. Supervision of subordinates is not a function of this class. Does related work as required.

#### ***Typical illustrative\* work activities will include, but are not limited to...***

- Animal assessment on intake;
- Prepares and administers medications on medical orders prepared by the veterinarian;
- Assists with anesthesia under the supervision of the veterinarian;
- Assists in surgical procedures and other medical procedures under the supervision of the veterinarian;
- Maintains complete, accurate and up-to-date animal health records, anesthetic records and controlled substance records;
- Maintains the animal shelter in an orderly, antiseptic and neat fashion;
- Sterilizes surgical instruments and equipment as mandated by standard medical guidelines;
- Maintains inventory, orders and stocks supplies and equipment for the Animal Shelter;
- Maintains daily communication regarding new and/or on-going cases and medications with a member of veterinary staff;
- General shelter cleaning;
- Performs other related duties as necessary.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

#### ***Minimum Qualifications for this position are...***

- A) Possession of a Bachelor's Degree in Veterinary Science & Technology and three (3) years of experience in a veterinary office, shelter or boarding facility; OR  
B) Possession of an Associate's Degree in Veterinary Science & Technology, and five (5) years of experience in a veterinary office, shelter or boarding facility.

“Special Requirements: Appointees to this position must possess a permanent license and current registration as an Animal Health Technician, Veterinary Technician or Veterinarian from the New York State Education Department at the time of application for examination.”

Qualified candidates may apply via the link provided

Applications will continue to be accepted thru **April 26, 2024**, or until the vacancy has been filled

Application is required; hard copies are available for manual filing in the Human Resources Office at 40 McMaster Street, Ballston Spa, NY 12020, or may be downloaded from our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov) **Resume MAY NOT be substituted for Application.** Fax submissions will NOT be accepted.

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*

