



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Animal Shelter

Job Title: VETERINARY TECHNICIAN (HELP's Program)

Salary Range: \$60,084 - \$69,522* (*Based on years of service employed with Saratoga County)

Work Location: 6010 County Farm Road, Ballston Spa, NY 12020

Classification: Non- Competitive (**Exam requirements temporarily waived**)

The Saratoga County Animal Shelter seeks an experienced candidate for a full-time Veterinary Technician. The successful candidate should have good knowledge of current veterinary medical practices and procedures, along with working knowledge of anesthesia, surgical, vaccination techniques and animal anatomy. The future incumbent should have strong attention to detail, the ability to multitask in a fast-paced environment, and maintain good communication with veterinary staff, Animal Control Officials, Law Enforcement and the public as necessary.

Job Description

This 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.

Minimum Qualifications (At least...)

- 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 REQUIREMENT: 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.**"

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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Typical Work Activities (*Illustrative)

- 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;
- 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 are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits and NYS Retirement

To Apply (PREFERRED METHOD - via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through date noted or until the vacancy has been filled

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2025 ****

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 your 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.