

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 206512  
Grade 19**

**REGISTERED VETERINARY TECHNICIAN**

**DEFINITION OF CLASS:**

This is work assisting veterinarians with the examination and treatment of animals in care. The Registered Veterinary Technician administers prescribed medications, prepares and administers pre-anesthetic, IV anesthetics and gas anesthetic machines. Working under general supervision, the Registered Veterinary Technician is also responsible for maintaining all medical equipment including surgical and treatment instruments. They maintain records and inventory of supplies. This is a 24/7 facility. Most contacts are with co-workers, citizens, veterinarians, volunteers, rescue and foster groups, contractors and others to exchange routine information. The employee works independently on recurring assignments by performing work according to established procedures. The work is reviewed periodically to see that results are accurate, procedures are followed, and that established policies and guidelines are applied. Guidelines exist in the form of federal, state and local laws and departmental or programmatic policies and procedures. Judgment is required to adapt approaches to individual animals and work situations. Complexity of the work is derived from the daily issues that arise which may generate strong opinions and emotional reactions from the parties involved as well as members of the public. In addition, animal sheltering work often occurs in a politically charged environment. Properly performed work contributes to the smooth assistance of the caring of animals, and overall maintenance of equipment. The work is performed in the various animal holding areas and veterinary hospital inside the Animal Services and Adoption Center. Employees in this class are exposed to hazardous conditions requiring the use of special equipment and/or adherence to special precautions. This requires the ability to work with animals, some of which are ill, aggressive, injured, rabid, or unwieldy. Good 'situational awareness' is required to reduce risk to self. This class involves considerable standing, a good amount of walking, sitting, observing, bending, reaching, and finger manipulation to provide service in various areas, to perform work functions. There is some driving required.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Assure all animals in care receive prompt and proper medical care and continued monitoring for individual health and welfare.
- Assist in surgeries, monitoring animals before, during and after surgical procedures.
- Perform dental work as assigned and approved, routine lab test as assigned including fecal analysis, feline test, heartworm test, and skin scrapings.
- Responsible for the management of animals under veterinary care.
- Maintain proper record-keeping for each individual animal.
- Provide medical expertise and assistance to the animal control officers on-site, in the field, and in court as assigned.
- Maintain all medical equipment used including surgical and treatment instruments in top working order.
- Maintain accurate and thorough medical records including data entry into animal database on a daily basis.

- Maintain proper inventory of medical and treatment supplies.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of proper and accepted animal shelter veterinary best practices and procedures.
- Knowledge of animal health and well-being to include herd health and/or management of large populations of animals including dog, cat, small animal, and livestock.
- Knowledge of best practices and procedures associated with a veterinary hospital and animal shelter.
- Knowledge and ability to provide low-stress restraint and handling to assure the least negative behavior impact for all animals while under veterinary care.
- Skill in reading, writing and communicating in English at an appropriate level.
- Skill in the use of computers and applicable software applications.
- Skill in basic math.
- Ability to provide prescribed medical treatment, care, and monitoring of animals under veterinary supervision.
- Ability to safely and humanely handle animals of all sizes and temperaments.
- Ability to effectively communicate both orally and in writing.
- Ability to effectively apply professional supervisory and management principles on a daily basis to veterinary assistants.
- Ability to conduct data entry into animal database and maintain accurate and thorough medical records and treatment records.
- Ability to make effective and timely decisions under the direct or indirect supervision of veterinarian
- Ability to develop and maintain effective working relationships with co-workers, volunteers, local veterinary community, and the general public.

**MINIMUM QUALIFICATIONS:**

**Experience:** None

**Education:** Associate's degree.

**Equivalency:** None.

**Physical ability:** Ability to lift heavy animals typically weighing twenty (20) to one-hundred (100) pounds.

**License:** Must be registered in the State of Maryland as a Registered Veterinary Technician (RVT). Possess and maintain at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties."

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam.

**Class Established:** January, 2014  
 October, 2014  
 September, 2015

May, 2016