



6010 County Farm Road, Ballston Spa NY 12020 · 518-885-4113

SARATOGA COUNTY ANIMAL SHELTER is seeking a part-time Veterinary Technician. This is a “**CONTRACT**” position. This position does **NOT** fall under the jurisdiction of Saratoga County Civil Service Rules and Regulations or any Union Contract. Incumbent will work directly from an established Contract with the Saratoga County Animal Shelter.

The Veterinary Technician assists with medical care of all animals at the shelter. There are some physical risks involved in the work due to the nature of the animal population. The incumbent may have to hold, move or lift animals in excess of 50 pounds in weight. Work is performed under the direct supervision of the Veterinarian and/or Deputy Director.

Job functions include:

Animal assessment

Preparing and administering medications on medical orders prepared by the veterinarian

Assisting with anesthesia under the supervision of the veterinarian

Assisting in surgical procedures and other medical procedures under the supervision of the veterinarian.

Maintaining complete, accurate and up-to-date animal health records, anesthetic records and controlled substance records.

Maintaining the surgery suite in an antiseptic and orderly fashion.

Sterilizing surgical instruments and equipment as mandated by standard medical guidelines.

Maintaining inventory, orders and stocking supplies and equipment.

Maintaining daily communication regarding cases and medications with medical staff.

General cleaning.

Qualifications:

Either...

- A. Graduation from a regionally accredited or New York State University or College with a Bachelor's Degree in Veterinary Science & Technology and three (3) years of experience in a veterinary office, shelter or boarding facility.
- B. Graduation from a regionally accredited or New York State University or College with 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. **Note:** These qualifications are mandated by Article 135 of Title 8 of the New York State Education Law, Section 6708, 6709 and 6711.

Current Euthanasia Tech Certification required.

Interested candidates may direct questions, letters of interest and resume to the following:

Saratoga County Animal Shelter
Attention: Kelly DeVall, Deputy Director
6010 County Farm Road
Ballston Spa, NY 12020

Posted: 10/20; Updated 5/2021, 7/2021