



# MONTGOMERY COUNTY JOB POSTING NOTICE

**MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.**

|                             |   |                          |  |
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| <b>DEPARTMENT:</b>          | Montgomery County Animal Shelter  | <b>JOB GRADE:</b>        | 6  |
| <b>JOB TITLE:</b>           | Clinic/Vet Technician   | <b>BI-WEEKLY SALARY:</b> | \$15.00 hr                                     |
| <b>LOCATION:</b>            | 8535 State Hwy 242<br>Conroe, TX 77385  | <b>CIVIL SERVICE:</b>    | Yes  |
| <b>SHIFT HOURS:</b>         | Monday – Friday 8:00am – 5:00pm<br>(schedule subject to change with some weekends required) |                          |  |
| <b>SUBMIT APPLICATIONS:</b> | Montgomery County<br>Human Resources Department   | <b>ADDRESS:</b>          | 501 N. Thompson, Ste. 400<br>Conroe, TX 77301  |
| <b>PHONE:</b>               | (936) 539 – 7886  | <b>FAX:</b>              | (936) 788-8396                                 |
| <b>E-MAIL:</b>              | <a href="mailto:jobs@mctx.org">jobs@mctx.org</a>  | <b>WEBSITE:</b>          | <a href="http://www.mctx.org">www.mctx.org</a> |
| <b>OFFICE HOURS:</b>        | Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)                     |                          |  |

## **Education, Experience and Skill Requirements**

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| <ul style="list-style-type: none"> <li>Must have high school diploma or equivalent</li> <li>Completion of an accredited Veterinary Technician Certification Program preferred</li> <li>Completion of an accredited Euthanasia Certification Program preferred</li> <li>Knowledge of contagious diseases and isolation protocol</li> <li>Customer service experience</li> <li>Must be able to calculate mathematical figures and amounts such as proportions, percentages and volume.</li> </ul> | <ul style="list-style-type: none"> <li>Physically able to lift/carry up to 50 pounds</li> <li>Must be self-motivated and willing to work as directed</li> <li>MUST be a Team player, able to work in a fast-pace environment and multi-task</li> <li>Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place</li> <li>Knowledge of animal breeds and behavior helpful</li> </ul> |
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## **Primary Job Duties**

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| <ul style="list-style-type: none"> <li>Under the direction of Veterinarians, provides routine medical care and monitoring of the health and welfare of animals within the Shelter.</li> <li>Performs physical examinations, vaccinations, deworming, etc. to determine and evaluate the health condition of animals at the time of impound or prior to adoption or surgery.</li> <li>Draw blood and perform diagnostic testing including but not limited to fecal testing, mange testing, heartworm testing and feline leukemia testing.</li> </ul> | <ul style="list-style-type: none"> <li>Implants microchips into adoption animal.</li> <li>Renders emergency care and treatment in life-threatening situations.</li> <li>Prepares animals for adoption; when requested, provides information to adopters on veterinary care required.</li> <li>Assists with or performs euthanasia when required.</li> <li>Record animal case history accurately and completely.</li> <li>Regular contact with public.</li> <li>Any other duties as assigned.</li> </ul> |
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**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

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|--------------|--------------------|-----------------|---------------------------------------|
| Position No: | 6331-2720-5        | Requisition No: | 2520                                  |
| Date Posted: | 03-31-2017 Revised |                 | Equal Employment Opportunity Employer |