



# CITY OF IRVINE IS HIRING!

## Part-time Veterinary Assistant Irvine Animal Care Center

Part-time: Up to 19 hours per week  
\$22.09 - \$29.02 per hour

### The Position:

The City of Irvine seeks candidates with demonstrated animal care and customer service experience to assist with clinic operations at the Irvine Animal Care Center. Weekend and evening availability is required.

### Your Impact:

- Assist Veterinarians during surgeries; restrain animals during examinations, laboratory procedures, and preparation for surgery; monitor the care of animals after surgery and during treatment in the Animal Care Clinic. Report any problems noted to the appropriate staff.
- Administer medications and immunizations as directed by Veterinarians. Calculate drug dosages accordingly and assist in the collection of blood, urine, and tissue samples.
- Clean and disinfect kennels, cages, medical examination and operating areas, and animal handling equipment. Maintain and care for surgical instruments, materials, and equipment.
- Maintain and update various records and information pertaining to medical procedures at the clinic.
- Maintain positive, cooperative relationships with co-workers, volunteers and the public.
- Communicate follow-up/discharge instructions or medical information to the public and potential adopters.
- May provide assistance to veterinary staff in the care, treatment, and transport of sick and injured animals, including euthanasia.
- **HOURS: Up to 19 hours per week, weekend availability is required.**

### Best Fit:

- Excellent customer service and communication skills.
- Ability to multi-task in a busy animal shelter environment that has exposure to a variety of domestic animals and wild life.
- Ability to work in an environment with exposure to allergens such as cats, dogs, rabbits, hay, and peanut butter.

### Minimum Qualifications:

- High school diploma or equivalent and some experience working in a veterinary clinic or animal shelter clinic, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing up to 50 lbs.), ability to stand/walk for extended periods of time; ability to lean, stoop, twist, bend, and kneel while performing job duties.



For more information, and to apply by August 6 at 5p.m.,  
scan the QR code with your smartphone, or visit:

***cityofirvine.org/jobs***

