



## 75th Force Support Squadron Hill AFB, Utah

### *NAF Vacancy Announcement*

**# 11-006**

#### **POSITION:**

**Position / Grade:** Animal Health Technician / NF-0704-03

**Location:** Veterinary Clinic

**Salary:** \$12.39 – \$20.00 DOE

**Category:** Flexible (0-40 hours per week) without benefits

**Opening Date:** 7 February 2011

**Closing Date:** Open until Filled  
*(First review will be on 15 February 2011)*

**Area of Consideration:** Open To All

#### **DUTIES AND RESPONSIBILITIES:**

Works independently or with a veterinarian, following established policies and SOP's to perform a variety of duties involving a variety of private and government owned animals. These duties include performing physical examinations, giving vaccinations, phlebotomy, performing basic in-house diagnostic tests, preparing specimens for laboratory shipment, animal restraint, client education, and preparing prescriptions as directed by the veterinarian. Maintains clinic sanitation using commercial detergents and disinfectants. This includes cleaning exam rooms between patients, the laboratory area, the radiology room, runs and cages, animal feeding and watering pans, and the prep room, surgery room and instruments. Assists in surgery as needed. This includes preparing the surgery area with appropriate safety and equipment checks, preparing the surgery room with appropriate surgical equipment and supplies, assisting with inducing anesthesia, maintaining and monitoring anesthesia, and assisting the surgeon when necessary. In addition, cleaning of the surgery and prep room and cleaning the instruments. Assists with radiology and ultrasound as required, as well as, other diagnostic procedures. Ensures that privately owned animal records are properly maintained, and assist with filing if necessary. Ensures that any animals that are hospitalized are maintained under veterinarian's orders, i.e., clean food and water twice daily or as directed; cleaning the kennel or run twice daily or as directed; assisting with the care as prescribed by the veterinarian. Duties require standing for prolonged periods of time, considerable walking and lifting weights of up to 80 pounds. May be subject to animal bites and/or scratches, and exposure to zoonotic diseases (diseases transmitted to humans from animals). During the course of all duties, all animals will be treated humanely at all times, and clients will be handled with respect and care. May be required to perform general administrative duties and customer service. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

Veterinary technician degree or minimum of one year of work experience as a technician in the veterinary medical field. Must have the ability to handle and work with animals, anesthesia, and radiology. Must have the ability to administer medications and perform phlebotomy as instructed. Must have the ability to perform basic laboratory tests as instructed. Must have the ability to read and understand oral and written medical communications and conduct client education as needed. Must be familiar with computers. Must possess a valid driver's license. Successful completion of a security

background check is required. This is a drug testing designated position. The incumbent may be subject to random testing for drug use.

## HOW TO APPLY:

**Current Nonappropriated Fund employees** must submit Air Force Form 2550 to the NAF Human Resources Office, located at 5713 E. Ave., Bldg 460, Annex, by 4:00 p.m. on 14 February 2011 to be considered for first referral on 15 February 2011.

**External applicants** must submit a complete application package to include:

1. Optional Form 612, "Optional Application for Federal Employment"  
(resume's may be attached to the OF 612)
2. Optional Form 306, "Declaration for Federal Employment"
3. Prior Military, submit a copy of your DD 214
5. If claiming Military Spouse Preference, provide a copy of the spouse's orders

Application packages must be submitted no later than by 4:00 p.m. on 14 February 2011 to be considered for first referral on 15 February 2011.

Application packages can be found on our website at: [www.75thforcesupport.com/hro/index.html](http://www.75thforcesupport.com/hro/index.html)

All applications are submitted to:

75 FSS/FSMH  
Human Resources Office  
5713 E. Ave., Bldg 460, Annex  
Hill AFB, UT 84056

or faxed to: (801) 775-4261

or emailed to: [75fss.fsmh@hill.af.mil](mailto:75fss.fsmh@hill.af.mil)

**FOR ADDITIONAL INFORMATION CONTACT:** 75 FSS/FSMH, DSN: 777-1080 or CMCL: (801) 777-1080 or visit us on the web at: [www.75thforcesupport.com/hro/index.html](http://www.75thforcesupport.com/hro/index.html)

**OTHER INFORMATION:** All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

**NONMERIT FACTORS:** Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

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EQUAL OPPORTUNITY EMPLOYER**