

## **Placer SPCA Job Description/Announcement**

**JOB TITLE:** Veterinary Assistant – Pharmacy and Data Entry Focused

**DEPARTMENT:** Veterinary Services

**ACCOUNTABILITY:** Chief of Veterinary Services

---

### **JOB SUMMARY:**

We are seeking a Veterinary Assistant with a focus on **Pharmacy and Data Entry** to join our veterinary team. This position is responsible for accurately entering prescription data, assisting with pharmacy duties, maintaining veterinary patient records, and supporting the overall efficiency of the veterinary department. Assist with other veterinary assistant duties as assigned such as restraint and handling. The ideal candidate will possess strong data entry skills, pharmacy experience, and the ability to work collaboratively in a fast-paced clinic environment.

---

### **DUTIES & RESPONSIBILITIES:**

1. Accurately input prescription and patient data into animal data management systems such as pharmacy, veterinary software, and PetPoint. Maintain up-to-date records. \*
2. Assist in verifying prescriptions, ensuring correct dosages, medications, and patient details. \*
3. Prepare and dispense medications under the supervision of a licensed veterinarian. \*
4. Label prescriptions with appropriate information, including dosage instructions, patient names, and storage guidelines. \*
5. Maintain and update inventory of medications and pharmacy supplies, including reordering when needed. \*
6. Assist with packaging and fulfillment of in-house pharmacy orders for clients and patients. \*
7. Communicate with staff, foster volunteers, and external clients regarding prescriptions, refills, and availability under veterinary guidance. \*
8. Clean, maintain, and operate pharmacy-related equipment as needed. \*
9. Assist with daily cleaning and maintenance in the veterinary areas. \*
10. Provide basic medication counseling to clients on administration and storage, under veterinarian supervision. \*
11. Assist with clerical duties such as data entry, email correspondence, and file maintenance. \*
12. Coordinate with veterinary team members to ensure smooth and timely workflow within the clinic. \*
13. Support the team during examinations or procedures as needed, including restraining animals. \*
14. Maintain organized and easily accessible pharmacy and treatment protocol reference materials. \*
15. Perform all duties in a safe and professional manner and ensure compliance with organizational policies. \*
16. Regular and timely attendance is required. \*
17. Perform other duties as assigned. \*

\*= Essential Job Functions

---

### **QUALIFICATIONS:**

1. Must be at least 21 years of age to meet legal requirements associated with the duties of this role.
2. High school diploma or GED equivalent required.
3. Previous experience in a veterinary clinic or pharmacy setting preferred.
4. Knowledge of pharmacy and veterinary software (e.g., practice management systems) preferred.
5. Excellent attention to detail, especially in data entry and medication handling.

6. Strong written and verbal communication skills.
  7. Must pass background check and be eligible for a Veterinary Assistant Controlled Substance Permit.
  8. Must be able to work at any PSPCA facility including Adoption & Education Center, Intake Center, and the Auburn Center as assigned. Ability to work well under pressure in a dynamic and fast-paced environment.
  9. Professional, respectful, and cooperative demeanor.
  10. Must be in good physical and mental health with no known allergies to animals or medications.
  11. Ability to perform prolonged strenuous physical activity, including lifting and carrying supplies weighing up to 50 pounds for short distances with the help of fellow employees.
  12. Strong organizational and time management skills.
  13. Valid California driver's license with good driving history.
  14. Familiarity with controlled substance handling regulations is a plus.
  15. Basic math skills include conversions, dosages, and percentages.
  16. Ability to adapt to a changing and collaborative work environment.
  17. Fear Free certified or ability to obtain within three months.
  18. No allergic conditions that would be aggravated by animal exposure.
- 

## WORKING CONDITIONS:

1. Starting Salary: \$17.00-\$18.58/hr. depending on work related experience.
  2. Salary Range: \$17.00-\$20.30/hour based on experience, with merit-based increases per policy.
  3. Full-time, 40-hour workweek with potential weekend, holidays, evening shift, and occasional overtime.
  4. Frequent contact with animals, the public, volunteers, and other staff members across all departments.
  5. Emotionally demanding, fast-paced environment with potential exposure to dead, sick, or aggressive animals, parasites, and infectious diseases
  6. Work environment includes moderate to loud noise levels.
  7. Regular work with chemical cleaning agents and medications.
  8. Regular physical requirements include standing, walking, reaching, climbing, kneeling, and crouching
  9. Commitment to attend training and weekly staff meetings
- 

## Placer SPCA is an equal opportunity employer.

We reserve the right to revise this job description as necessary based on business needs. This document does not constitute a written or implied contract of employment.

I understand the qualifications described above for the Veterinary Assistant – Pharmacy and Data Entry Focus position, and by signing below acknowledge that I am able to perform the essential functions of the job either with or without reasonable accommodation and I am willing to accept the working conditions herein.

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

---

## To Apply:

Please submit your cover letter, resume, signed job description, and employment application to:

- **administration@placerspca.org**
- **Mail:** Placer SPCA  
Attn: Human Resources  
200 Tahoe Avenue, Roseville, CA 95678
- **Or hand-deliver** during regular business hours