



# CITY OF IRVINE IS HIRING!

## Part-time Veterinary Assistant

Irvine Animal Care Center

**\$22.09 - \$29.02 per hour**

**Part-time: Up to 19 hours per week**

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. **This position is Part-time, up to 19 hours per week. 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 5 p.m. on June 17, 2026, scan the QR code with your smartphone, or visit:

**[cityofirvine.org/jobs](http://cityofirvine.org/jobs)**

