



JOB DESCRIPTION

JOB TITLE: Animal Care Assistant

JOB CODE: 1150

DEPARTMENT: Animal Care & Services

FLSA STATUS: Non-Exempt

REPORTS TO: Animal Services & Care Supervisor

SUMMARY OF JOB PURPOSE

Performs duties to ensure kennels are maintained to a satisfactory standard; assists with public education programs and administration of rabies control, enforcement, and responsible pet ownership programs; promotes humane ethics and works to ensure all animals are given the best chances of being placed in good homes.

ESSENTIAL FUNCTIONS

1. Assists in the reception of animals into the shelter, handles adoption procedures, releases animals back to their owners, issues various licenses, and collects fees; maintains records of all transactions and prepares reports as necessary; rents traps as required.
2. Responsible for the caring and feeding of animals confined at the shelter; cleans, sterilizes and/or disinfects all kennel and cat room areas, feeding and water bowls, beds, blankets, and kennel accessories.
3. Administers prescribed veterinary treatments; performs routine handling, grooming, and exercising of animals, as required. Observes animals to detect indications of illness or disease; examines animal feces to determine the potential of illness and/or parasites.
4. Assists the general public, customers, and/or County employees in person or by phone answering inquiries related to division services, programs, and records; takes reports of lost and found animals, and other messages; locates owners of impounded animals through the lost and found program.
5. Receives complaints and attempts to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers more complex matters or those requiring policy interpretations to supervisor for resolution.
6. Performs general custodial upkeep to ensure cleanliness of buildings, including restrooms, break rooms, and reception area; cleans up spills and unsanitary conditions when they occur; performs general grounds keeping and maintenance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) required. Six (6) months previous experience handling dogs preferred; previous clerical and/or customer service experience desirable.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Animal Care Assistant

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers and other employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to work in extreme conditions and weather; ability to handle bad odors and work around sick animals; basic proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl; must frequently lift and/or carry up to 50 pounds and occasionally lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed outdoors, in all types of weather, in County Animal Shelter, and in an office environment; may be exposed to sick or injured animals, disinfectant chemicals, and potential physical harm; must be able to lift and carry animals.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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