



COUNTY of CUMBERLAND
JOB VACANCY ANNOUNCEMENT

POSTED: FEBRUARY 16, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
ANIMAL SHELTER ATTENDANT I	FULL-TIME	\$21,433	55
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>		
ANIMAL CONTROL	ANC0029	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma or equivalent. Any combination of training and experience that demonstrates the knowledge and abilities listed below is preferred.

HOW TO APPLY:

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, PO Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes ***will not*** be accepted in lieu of a completed application.

CONDITIONS OF EMPLOYMENT:

Selected applicant must have and maintain a valid North Carolina driver's license with an acceptable driving record; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer. Ability to achieve Euthanasia certification. Ability to achieve NACA Level I certification.

GENERAL POSITION DESCRIPTION AND DUTIES:

Under general supervision of the Animal Shelter Supervisor, the purpose of the position is to maintain a safe and clean animal shelter for the County of Cumberland. As Animal Shelter Attendant, employee cleans dog runs and cat cages, cleans water containers, picks up trash around facility and transports it to landfill. Position is responsible for preparing euthanasia, loading and unloading euthanized animals, and preparing pens for incoming animals. Cleans and maintains animal confinement area, cleans and disinfects cages; feeds and waters confined animals; makes routine inspections of animals and their cages to monitor health, safety, cleanliness of cages, etc. Assists interested parties in claiming or adopting confined animals, processing required paperwork, collecting fees and providing receipts, etc., as necessary. Prepares and maintains records, such as numbers and classifications of animals confined, claimed, adopted, destroyed, etc.; files and retrieves material as requested or as otherwise necessary. Maintains supply inventories, ordering material as necessary. Assist in performing euthanasia and tracking and maintaining strict inventory of assigned controlled substances. Loads and unloads euthanized animals for disposal; removes body parts from suspected rabid animals. Prepares receipts, reports and log forms. Operates motor vehicles. Performs related work as required, working a regular 40 hour work week which includes rotating weekend work.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Has working knowledge of the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Animal Shelter Attendant. Has working knowledge of principles and practices of maintaining numerous animals and pens/cages. Has working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has working knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us

AN EQUAL OPPORTUNITY EMPLOYER.