

## **ANIMAL SHELTER ATTENDANT**

### **DEFINITION OF WORK**

Employees perform routine clerical and responsible animal care work in support of the operations of the County Animal Shelter. Employees receive general supervision in daily activities, with more difficult situations performed under the direct supervision or in conjunction with the Animal Shelter Manager.

### **EXAMPLES OF WORK**

Under general supervision, employees perform routine clerical and public contact work in support of operations at the County Animal Shelter. Work involves ensuring the animal shelter is maintained in a clean and safe condition, feeding, handling, and providing custodial care to animals in the shelter and assisting the general public in claiming and adopting animals. Employees also are responsible for preparing and maintaining various records pertaining to animal identification, animal populations, animal claims, and adoptions, etc. as well as extensive public contact answering telephones and responding to routine inquiries or requests for services. Employees ensure animal confinement areas are cleaned and maintained in a sanitary manner; feed and water confined animals; make routine inspections of animals and their cages to monitor health, safety, and cleanliness of cages; answer telephone and greet visitors; receive inquiries and provide information or refer inquiries to appropriate personnel; assist interested parties in claiming or adopting confined animals, prepare and maintain records; assist in public adoption and rabies notification events; file and retrieve material as requested or as otherwise necessary; maintain a daily medication administration log with time checks and dosage levels; take photographs of all incoming animals and input their information into the data system; assist Animal Control Officers in transporting large, injured, and aggressive animals; perform and/or assist in euthanasia of unadoptable or diseased animals, and decapitation of animals for the purpose of rabies testing. Employees may be required to perform weekend and after hours on-call work. Work is supervised by observation of work, conferences, and annual evaluations. Employees perform related duties and responsibilities.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from high school with one year of direct work experience in an animal control or veterinary work environment; or any equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

Considerable knowledge of State laws and local ordinances relating to rabies, animal control, and confinement of animals; considerable knowledge of animal husbandry and the methods of safely handling animals; considerable knowledge of breeds of animals to aid in identification of lost pets and to know temperament of various breeds; knowledge of modern office practices and procedures; ability to communicate effectively with co-workers to dispatch calls for service; ability to communicate effectively with the public, exercising tact, courtesy and firmness when dealing with animal owners and the general public; ability to give effective presentations on animal care, adoption, and related topics; ability to maintain accurate records and reports concerning animals; ability to euthanize and dispose of animals.

### **SPECIAL REQUIREMENTS**

Must obtain euthanasia certification within two years of employment. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested 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.

### **ADA REQUIREMENTS**

Employees are subject to the usual hazards of animal control work including animal blood and diseases.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life functions of balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing.

Must be able to perform medium heavy work exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or 10-20 pounds of force constantly to move objects.

Must possess the visual acuity to use a computer terminal to prepare records, operate equipment, and distinguish details and differences when observing breeds and colors of animals.