



Job Description

Title:	Animal Shelter Attendant	Established:	December 08
Salary Level:	In accordance with the Part-Time pay scale	FLSA Status:	Non Exempt
Supervisor:	Animal Control Officer	Supervises:	None
Job Family:	Animal Control	Bargaining Unit:	None

JOB SUMMARY:

Under the general supervision of the Animal Control Officer, the Animal Shelter Attendant is the trainee level in this series. Incumbents in this class are provided with on the job training and experience. This position performs a variety of skilled and unskilled duties in the general maintenance, care, and disposal of animals; cleans, sanitize kennels and cages, and handles difficult animals including domestic pets, wildlife, and livestock. This position has direct contact with the public, often in emotionally charged situations; provides information, explains procedures and laws, and also assists with adoptions and reclaims. Animal Shelter Attendants are assigned to work in a specific functional service area on a rotating basis. They are responsible for all aspects of that part of the operation, including volunteer participants. Performs related duties as assigned and is subject to holiday and callback assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Receives, unloads, processes and impounds animals from the general public and Animal Service Officers
- Performs general, continuous clean up and maintenance of the assigned service area and grounds
- Provides guidance to volunteer participants at the shelter
- Operates small trucks and stock trailers used in transporting animals, equipment, and supplies
- Examines animals to determine age/sex, behavioral characteristics, and overall condition
- Maintains inventory of food, tools, and other related supplies
- Performs other related duties as assigned

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.

Ability to:

- Demonstrate a genuine respect, compassion, and humane concern for all animals
- Successfully learn animal behavior/temperament
- Identify common canine and feline breeds and other species of animals
- Safely use animal handling equipment and common hand tools for repair of equipment
- Follow written and oral instructions
- Effectively read, understand, interpret and answer questions raised by fellow employees and the general public regarding policies and procedures at the Animal Shelter
- Prepare legible, clearly written records, logs, and forms
- Assist and work closely with authorized volunteers at the facility

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- Lead and coordinate the daily activities of volunteer participants

Knowledge of:

- General maintenance equipment and techniques
- Basic handling techniques and behavioral characteristics of domestic pets, common wildlife, and livestock
- Basic understanding of common domestic pet anatomy
- Basic understanding of State and local ordinances relating to the care and maintenance of domestic pets, livestock, wildlife and quarantining of suspected rabid animals
- General computer systems and operations

Education and/or Experience:

High school diploma or GED certificate; college course work in Animal Science or a closely related field is desirable.

- Possess and maintain a valid California Driver's License
- Possess and maintain valid First Aid/CPR/AED certificates within one (1) year from date of appointment
- Successfully complete and pass the department's Small Animal Euthanasia Certification Program within one (1) year of employment

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 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. The employee is required to have physical capacities to move quickly in response to animal behaviors.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to chemicals and odors and occasionally works in inside environmental conditions and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.