

# **SHELTER ATTENDANT (50%) ANIMAL CONTROL DEPARTMENT**

## **GENERAL STATEMENT OF JOB**

Under general supervision, performs semi-skilled work in the maintenance and care of the animal shelter facilities. Work involves maintaining the animal shelter in a clean and safe condition, feeding, handling, and providing custodial care to animals in the shelter. Employee must exercise independent judgment and initiative ensuring proper care for animals and exercise tact when assisting visitors at the animal shelter. Employee is subject to the usual hazards and conditions of animal shelter work. Reports to the Animal Control Director.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. Availability during emergencies and exercises is required.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

1. Provide care for animals in the shelter including feeding, cleaning and monitoring animal behavior. Monitor conditions of animals and implement precautionary measures in order to prevent the transmission of disease.
2. Clean and disinfect animal kennels, cages, carriers, floors and related areas in accordance with the Animal Shelter Operations Manual.
3. Clean and maintain the grounds of the animal shelter.
4. Provide assistance to customers wishing to adopt an animal; escort customers through the shelter; respond to and direct questions regarding adoption procedures.
5. Assist in receiving and placement of animals.
6. Destroys vicious, diseased and unclaimed animals utilizing humane methods; loads and transports animals for disposal.
7. Prepare and maintain a variety of files; enter, review and verify records and computer files.
8. Provide general office assistance such as answering phones, performs data entry, or other related duties as assigned.
9. Assist Animal Control Officers as necessary.
10. Keep an inventory of supplies and equipment and notify the Animal Control Director when supplies are needed.

Shelter Attendant  
Animal Control Department  
Bryan Greer

## **ADDITIONAL JOB FUNCTIONS**

Perform other duties as assigned.

## **MINIMUM EDUCATION, TRAINING, EXPERIENCE AND KNOWLEDGE OF JOB**

### **EDUCATION:**

1. High School Diploma or GED.

### **EXPERIENCE:**

1. Ability to handle a variety of animals, including dogs, cats and wildlife.
2. Ability to identify dogs and cats by breed.
3. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include recognizing diseased animals, subduing resisting animals, stand for extended periods of time and operating assigned equipment or vehicles.

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