

ANIMAL SHELTER ATTENDANT

DEFINITION

Under general supervision, provides humane care to domestic and wild animals held at the County animal shelter; cleans and maintains animal shelter facilities; evaluates animals for adoption; maintains computerized records; assists the public with adoptions, surrenders, and lost and found animals; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This basic support service class performs a variety of duties related to the care of animals held at the County's animal shelter and the maintenance of animal shelter facilities. This class is distinguished from Animal Shelter Supervisor in that the latter has responsibility for coordination of animal shelter operations, and supervisory responsibilities including employee selection and performance evaluation.

EXAMPLES OF DUTIES (Illustrative Only)

- Receives stray, unwanted and other wild or domestic animals or livestock at the animal shelter.
- Places animals in appropriate shelter areas according to species and special requirements as directed.
- Provides humane care of domestic and wild animals at the shelter; feeds and medicates animals.
- Bathes animals and performs related animal grooming and care.
- Scrapes, washes, disinfects and dries kennel runs and cages.
- Assists the public in claiming lost animals or selecting pets for adoptions; assists in handling of animals; describes animals' behavior and apparent training and habits.
- Maintains computerized records and completes forms regarding care, feeding and disposition of animals.
- Assists in stocking food and shelter supplies, and maintaining inventory.
- Performs euthanasia in accordance with department and state rules and regulations; disposes of deceased animals.

QUALIFICATIONS

Knowledge of:

- Basic species and breed identification of a variety of domestic and common wild animals.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- Various equipment and tools used in the operation of an animal shelter.
- State and local laws, codes and ordinances relating to the care, keeping, treatment and impounding of animals.
- Policies and procedures relating to shelter operations and animal care, feeding, handling, adoption, euthanasia and disposal.
- Computer systems and applications used to write reports and to maintain records.

Skill in:

- Handling animals humanely and effectively under stressful circumstances.
- Dealing tactfully and effectively with the public, and responding calmly in emergency situations.
- Explaining animal behavior, characteristics and pet adoption procedures to the public.
- Administering medication to animals, treating animal wounds, and performing euthanasia in accordance with County policy.
- Understanding and following oral and written directions.
- Keeping accurate written and computerized records.
- Managing multiple tasks and prioritizing work.

Other Requirements:

Must possess a valid driver's license. Must be able to regularly lift and carry up to fifty (50) pounds. Must be willing to work in a setting characterized by exposure to rabies, animal wastes and various cleaning and disinfecting chemicals. Must be available to work irregular hours and weekends.

Education and Experience:

One year of personal or professional experience working with or providing care to animals.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.