

ANIMAL SHELTER ATTENDANT

Nature of Work

This is responsible work in operating and maintaining the Animal Shelter.

Work involves responsibility for the operation of the Animal Shelter and caring for impounded animals. An employee of this class is exposed to an element of personal danger and has considerable contact with the general public. Work is performed independently within established laws and regulations with supervision and assistance available in handling more difficult and/or unusual situations.

Illustrative Examples of Work

- Performs tasks related to the operation of the Animal Shelter; cleans and maintains building and grounds.
- Feeds and cares for impounded animals; explains shelter policies and regulations to the general public.
- Collects fees and issues receipts for animals brought to the shelter, and claimed or adopted from the shelter; prepares and maintains necessary records and reports.
- This is a job that requires working weekends and holidays.

Desirable Knowledges, Abilities and Skills

- Knowledge of the laws, ordinances, rules and regulations pertaining to animal control and sheltering.
- Knowledge of the care and characteristics of domestic animals.
- Ability to deal tactfully and effectively with the public.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to prepare and maintain accurate records and reports.
- Skill in handling of animals and the operation of animal control equipment.

Desirable Training and Experience

Graduation from a standard high school, successful completion of GED, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job will be considered. Some experience in working with animals is preferable.