



ANIMAL SHELTER TECHNICIAN JOB DESCRIPTION

Job Title: **Animal Shelter Technician**

Job Code: **AN102**

Pay Grade: **115**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **June 2021**

NATURE OF WORK

Under close supervision, provides basic care for animals kept in the County animal shelter.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides basic care for animals kept in the County animal shelter in compliance with all applicable rules, regulations, and procedures.
- Cleans and maintains safe and sanitary conditions in the animal shelter.
- Cleans and feeds animals, and performs basic medical care, restraint and infection control procedures.
- Performs euthanasia and cremation of carcasses.
- Assists with general office functions including customer service, adoption processing, records management, and computer entry; receives and processes funds and fees for service, and balances the cash drawer.
- Provides information and assistance to visitors within the scope of authority; assists customers with applications and government forms; explains County policies and procedures.
- Responds to complaints and requests for information; researches files and records; refers matters requiring policy interpretation to supervisor for resolution.
- Processes and files paperwork; maintains records, document logs and filing system.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office and the County animal shelter; work involves moderate physical demands; must maintain a level of physical fitness to meet Department standards.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in the Animal Shelter Technician job series.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND one (1) year of relevant animal care experience. Must be able to pass and receive Legend Drug and Chemical Capture Certification within 1 year of hire. A valid Driver's License is required. May be required to pass a background investigation.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Proper animal control practices.
- Physical characteristics of common breeds of dogs and cats.
- Principles of record keeping and records management.

Skills in:

- Exercising patience, care and compassion in dealing with animals.
- Identifying various types of animals, and recognizing characteristics and symptoms of diseases.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.