



## **Animal Shelter Attendant, PT (3030)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 3

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to provide care for animals housed at the Animal Shelter. The position also provides customer service to citizens of the county wanting to adopt an animal.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Cares for shelter animals: feeds, trains and exercises animals; grooms animals by bathing, trimming nails and treating for fleas; places microchips on animals; performs temperament tests for appropriate adoption matches; assists with medicating animals by reviewing and preparing records, medications, and vaccinations; and walks through shelter at regular intervals to check on animal safety and well-being.

Performs a variety of duties to maintain cleanliness of animal shelter: mixes cleaners to disinfect cages and pens, yard, dog run, etc.; scrubs equipment; cleans the yard; cleans floors, treatment rooms, and reception area; removes trash and processes recycling; performs other maintenance duties as assigned; and ensures that animals have sanitary living environments.

Assists with animal adoptions: supervises introduction of potential adoptions; may call references and landlords for potential adoptions; enters adoption records and monies into the assigned computer system; and processes adoption fees according to established procedure.

Provides clerical and customer service support: prepares and/or processes a variety of documentation such as adoption contracts, forms, vaccine forms, microchip forms, and animal cage cards; enters animal records into computer database; documents animal health and care information; answers the phone; provides information and answers questions; and purchases supplies as needed.

Transports animals: transports animals to the veterinarian, veterinary school, and other locations if unable to treat animal at the shelter.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by one year of work experience that shows an ability to maintain steady employment in any field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific license or certification required:** Must possess and maintain Georgia driver's license.

## Performance Aptitudes

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition and subtraction, multiplication, and division. Includes counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA Compliance

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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