

JOB DESCRIPTION

JOB TITLE:	Animal Services Assistant	FLSA:	Non-Exempt
DEPARTMENT:	Animal Control	GRADE:	A2
REPORTS TO:	Animal Control Supervisor	DATE:	07/10/2021

SUMMARY OF JOB PURPOSE:

Responsible for the care and welfare of animals, and for maintaining a healthy, clean, and safe kennel environment; also performs office support work in service of the goals and/or mission of the department.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Ensures the welfare of animals and provides for their basic needs by, among other things, monitoring, cleaning, feeding, and exercising them.
- Ensures kennels are maintained to a satisfactory standard; cleans and sanitizes kennels and other areas of the facility; disposes of waste; identifies and immediately addresses or reports health or safety issues within the facility.
- Safely handles, restrains, and examines animals.
- Administers medication and vaccinations to animals; implants microchips; assists with and/or conducts euthanasia as needed.
- Properly documents services and/or care provided to animals in accordance with established protocols.
- Assists with the receiving, adopting, and redeeming of animals; participates in initiatives and programs to promote adoptions; effectively uses social media and online adoption platforms.
- Performs office support work, including, without limitation, answering telephone calls, greeting visitors, data entry, and preparing correspondence, reports, public announcements, and other documents or information.
- Maintains inventory of supplies for office use and animal care and prepares orders.
- Organizes, maintains and purges various departmental files.
- Works nights, weekends, or holidays as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

ANIMAL SERVICES ASSISTANT

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND one (1) years of administrative support experience; AND one (1) year of experience with animals in a shelter or animal control function; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department to which assigned.
- Behavior and handling of common domestic animals.
- Methods and equipment used in the care and control of animals.
- Health and hygiene of animals.
- Occupational hazards and standard safety practices necessary in the area of animal care, handling, and control.
- Cleaning products and basic sanitation procedures.
- Vaccination, medication, microchipping, and euthanasia practices.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Communicating effectively in oral and written forms.
- Business arithmetic.
- Record keeping principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Handling, controlling, and caring for animals humanely and effectively.
- Addressing animal behavior, and making safe and effective decisions regarding handling the animal.
- Identifying symptoms and behaviors associated with common domestic animal diseases, injuries, or ailments.
- Working under stressful, traumatic, and/or emergency conditions.
- Reading and explaining rules, policies and procedures.
- Using independent judgment within established guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

ANIMAL SERVICES ASSISTANT

Skill in (continued):

- Using standard office equipment, computers, and software applications.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Valid Nevada Driver's License
- Nevada Veterinary Board Euthanasia Certification within six (6) months of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical kennel setting, use standard office equipment; strength and stamina to lift and maneuver animals up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Work is subject to performance while exposed to adverse environmental conditions, loud noises and unpleasant sights and odors; exposure to animal bites and other related injuries; incumbent must be willing to handle injured, ill or dead animals in potentially hazardous situations.