

Sevier County Job Description



Title: Animal Shelter Attendant	Department: County Sheriff
Grade: 7	FLSA Status: Non-Exempt
Job Code: 940	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of animal and shelter caretaking duties as needed to ensure clean and healthy environment for shelter animals and patrons.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Animal Shelter Manager.

SUPERVISION EXERCISED

May provide close supervision to volunteers.

ESSENTIAL FUNCTION

- Performs conducts general examinations of animals to determine health and adoption status;
- Ensures the welfare and care of animals within the shelter;
- Meets established standards during all shelter operations;
- Uses high pressure wash equipment as needed to hose out pens;
- Disinfects and sanitizes kennel areas in accordance with established requirements and standards;
- Feeds, waters and cares for animals at the Animal Shelter;
- Performs routine maintenance and grounds keeping duties;
- Cleans office, rest rooms and all other areas of the shelter;
- Performs minor facility repairs;
- Performs as animal control clerk;
- Redeems, impounds and adopts animals by collecting and receipting the fees, maintains records of the same;
- Handles walk-in traffic and incoming phone calls;
- Documents citizen complaints;
- Photographs kennel animals;
- Creates and maintains files;
- Computer enters daily observations regarding animal behavior and observes for signs of disease;
- Picks up shelter donations from various local stores and individuals;
- Sets up and conducts field adoptions, i.e., county fair, local stores, etc.;
- Works with rescue groups and specialty stores, pet stores, etc.;
- Operates a motor vehicle and ATV in a safe manner and in compliance with all Utah laws and regulations.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent, plus one (1) year performing general custodial and office work or above related experience.

*An equivalent combination of education and experience may be considered.

2. **Required Knowledge, Skills, and Abilities:**

Some knowledge of

- Animal shelter operations and practices;
- Basic animal care and basic procedures and cautions used in dealing with disturbed animals;
- Animal behavior and animal handling techniques;
- Operation and maintenance of kennel and feline facility;
- Sanitation procedures related to animal services functions;
- First aid for sick, injured and possibly contagious animals;
- Animal nutrition requirements;
- Parvo & rabies control;
- Maintenance of equipment used in animal handling and shelter operations;
- Record keeping and inventory control procedures;
- Dog training methods and techniques, practices, procedures, and safety precautions associated with animal handling;
- Interpersonal communication skills and public relations;
- P.C.'s and related software applications.

Skill in

- Record keeping and report writing;
- The use of specialized animal control equipment;
- Skill in the use and application of tranquilizers and lethal drugs.

Ability to

- Deal effectively with hazards and stress related to animal handling;
- Maintain accurate records;
- Operate a two-way radio;
- Understand common radio code;
- Perform moderate amounts of physical labor;
- Communicate effectively in courteous manner with irate and emotional pet owners and the public;
- Communicate effectively, verbally and in writing;
- Develop effective working relationships with Supervisors, subordinates, volunteers, advocacy groups, and veterinarians;
- Supervise the work of others;
- Motivate and train staff.

3. Special Qualifications:

- Must possess a valid Utah Driver's License.
- Resident of Sevier County.

4. Work Environment:

- Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling, lifting generally not to exceed 50 pounds, and reaching.
- Essential functions require talking, hearing and seeing.
- Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving.
- Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment.
- Common eye, hand, finger dexterity required to perform essential functions.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description 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. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)