

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title:** PT Office Assistant III  
**Department:** Animal Services-Animal Shelter  
**Revised:** June 2021

**Class :** Administrative Support  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the PT Office Assistant III classification.*

**GENERAL DESCRIPTION**

Varied clerical work of moderate responsibility involving the application of the appropriate guidelines or regulations used in a variety of tasks. Supervision is received from an administrative superior who reviews work through periodic conferences and analysis of work completed.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Processes incoming and outgoing mail; routes documents to the proper source.

Greets the public; answers questions from the public in person and by telephone; gives out specific information and instructions; sets up appointments.

Orders office supplies; processes invoices for payment.

Issues applications and/or permits for departmental services; gives out specific information and instructions.

Types routine letters and memos from specific guidelines and proofreads them for accuracy; types labels and file cards.

Maintains and/or processes a variety of departmental records, forms, reports, logs, and files.

Participates in and performs animal euthanasia at the Animal Shelter.

Intakes stray, unwanted, diseased or injured animals from the public into the Animal Shelter.

Administers vaccines, medication and microchips to animals.

Dispatches Animal Enforcement Officers as necessary.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of postal rules and regulations.

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General knowledge of office practices and procedures; working knowledge of arithmetic and its uses in general office work.

Working knowledge of state and county animal control laws, policies, and procedures.

Ability to screen communications and, based on content, handle independently or route to proper source.

Ability to compile information based on general instructions; record information and to balance figures; ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents.

Ability to type with accuracy at a minimum speed of 40 words per minute, with correct spelling, grammatical structure, punctuation, and without typing errors; ability to proofread; ability to use judgment in organizing and establishing arrangement and format, and to perceive sentence and grammatical structure from dictation or dictating equipment.

Ability to utilize computer software applications including Microsoft Word and Excel.

Ability to gather and give basic information and instructions regarding departmental programs based on inquiries; learn a general knowledge of persons and agency programs; and to schedule appointments and meetings.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to obtain and maintain certification as a certified rabies vaccinator and notary.

Ability to work in volatile situations involving wild, aggressive, and diseased animals and with irate citizens.

### **PHYSICAL REQUIREMENTS**

Work in this class will include sitting for extended periods of time, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school and one year of clerical experience, preferably supplemented by community college courses in secretarial science or business administration. A valid driver's license may be required dependent upon the department assigned to and the specific job responsibilities of the position.

**This job description does not create an employment contract,  
implied or otherwise.**