

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Animal Shelter Attendant
Department: Animal Control
Revised : November 2015

Class : Administrative Support
FLSA : Nonexempt

This job description supersedes any prior description for the Animal Shelter Attendant classification.

GENERAL DESCRIPTION

Clerical and semi-skilled work in the operation of the county animal shelter. Work is circumscribed by state and county rules and regulations and is supervised in a general manner by the Animal Control Director. Work is reviewed through observation, analysis of reports and through frequent discussions.

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.)

Maintains records and files, completes reports, collects and records fees.

Orders and keeps an inventory of supplies and equipment.

Interacts with the public, in person and by telephone, to explain county animal control laws, regulations and procedures.

Arranges for the adoption of animals.

Cares for and feeds animals within the shelter.

Cleans and maintains animal cages.

Dispenses dog and cat traps and gives instruction in their use.

Dispatches Animal Control Officers.

OTHER JOB FUNCTIONS

Assists Animal Control Officers as necessary

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the proper care and feeding of animals.

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

General knowledge of public health rabies laws.

General knowledge of office policies and procedures

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Ability to type and file with accuracy.

Ability to meet and deal with the public tactfully, courteously, and effectively.

Basic mathematical skills.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs. with assistance. Work may 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. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. 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 emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and previous clerical and/or animal shelter experience preferred; or an equivalent combination of training and experience.

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