

**MONO COUNTY  
BARGAINING UNIT: MCPEA**

**ANIMAL SHELTER ATTENDANT  
Part-time**

**DEFINITION**

Under supervision, to operate the Mono County Animal Shelter as required and to perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is entry level, part-time position working no more than 20 hours per week. Under general supervision, incumbents are responsible for maintaining the health and welfare of all animals impounded at the Mono County Animal Shelter and cleaning and upkeep of the facility as well as coordinate and maintain a countywide volunteer program.

**REPORTS TO**

Animal Control Director

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

**EXAMPLES OF DUTIES**

Duties include but are not limited to the following:

While working closely with all Animal Control personnel, the incumbent will be required to perform shelter duties, maintains a healthy atmosphere for all animals; uses chemical cleaning agents; deals with the public, may collect paperwork and fees for dog licenses; other agencies, and law enforcement officers; learns to answers questions and explain animal control policies and procedures to the public; assists Animal Control Officers in impoundment; may issue Mono County dog licenses; medicate and vaccinate dogs and cats; collects and records fees; impounds and releases animals; maintains supply inventory; maintains records and statistics for County, State, and Federal reports; assists Animal Control Officers with shelter activities; under general supervision coordinates a county-wide animal shelter volunteer program; processes volunteer applications; conducts volunteer training, educate and monitors volunteers; schedules and assigns volunteers to work at the Bridgeport and Whitmore Animal Shelters and maintains volunteer schedules, duty assignments and files; follows policy and procedures for volunteer program and Risk Management; maintains confidentiality.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance and above 50

pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; may be exposed to bio-hazardous wastes; frequent contact with staff and the public. Incumbent frequently works alone. Incumbent may work other than a normal 8:00 am to 5:00 pm shift. Incumbent must be able to work weekends.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Affiliated agencies and their functions
- Care and feeding of dogs, cats, livestock, and other domestic animals
- Common diseases of animals, their symptoms and care
- Safe and efficient handling of large and small animals, both healthy and ill
- Characteristics of animal behavior
- Basic methods of animal collection and restraint
- General Safety practices
- Basic bookkeeping
- Effective organizational skills

#### Ability and willingness to:

- Think clearly and act calmly in a variety of situations
- Ability to become familiar with County licensing and vaccination requirements
- Learn the general functions of various County and State agencies and how they relate to each other and Animal Control
- Safely handle animals to avoid injury to persons or animals
- Tolerate animal noises, odor, and behavior
- Recognize normal and abnormal animal behavior
- Exercise patience, care, and compassion in dealing with animals and people
- Communicate effectively with all personnel both orally and in writing
- Prioritize tasks, meet deadlines, follow through on commitments and appointments and locate necessary items and paperwork easily
- Prepare clear, concise, accurate records
- Work cooperatively and effectively with fellow employees and the general public
- Learn to administer vaccinations, medications, basic first aid and provide care for healthy and ill domestic animals
- Prepare and maintain records, maintain training schedules, keep up to date liability records, and under supervision coordinate volunteer work schedules
- Under supervision, schedule volunteers around the needs of the facilities and animals, work directly with Shelter Attendants to achieve those needs
- Recruit and train animal shelter volunteers
- Follow Risk Management requirements
- Read, and interpret written material, including laws, regulations, policies, and procedures
- Deal tactfully, consistently and courteously with the public

- Exercise good judgment in handling potential hostile individuals/situations
- Learn to identify and define problems and possible solutions
- Perform general office duties
- Maintain records, logs, statistics, and filing systems
- Meet deadlines
- Effectively represent the Animal Control Division's programs
- Use a computer
- Treat animals with compassion, respect and attention
- Establish and maintain good working relationships
- Maintain confidentiality

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Previous experience in caring and handling large and small animals is highly desirable as well as experience working with people

Special Requirements:

- Possession of a driver's license valid in California.
- Incumbent must begin receiving the Pre-exposure Rabies Vaccine series within the first six (6) months of employment and continue receiving boosters as indicated by periodic titer tests.

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