

Animal Shelter Attendant I

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is entry level within the Animal Shelter Attendant Series. Working with minimal supervision, incumbents are responsible for maintaining the health and welfare of all animals impounded at the Mono County Animal Shelter. An incumbent may expect to promote to the Animal Shelter Attendant II level after continued work proficiency has been demonstrated, typically two years.

REPORTS TO

Animal Control Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

Working with minimal supervision, maintains a healthy atmosphere for all animals; uses chemical cleaning agents; deals with the public, 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; 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; 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

Ability and willingness to:

- Learn Federal, State, and County laws, statutes, and ordinances related to the control, protection, licensing, impounding and disposal of animals
- Think clearly and act calmly in a variety of situations
- Learn to interpret and apply the County and State Ordinances and laws relating to animal control
- 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
- Carry out oral and written directions
- Work cooperatively and effectively with fellow employees and the general public
- Learn to care for animals in the shelter including sick and injured animals
- Administer basic first aid
- Read, and interpret written material, including laws, regulations, policies, and procedures
- Deal tactfully, consistently and courteously with the public
- Exercise good judgement in handling potential hostile individuals/situations

- Express ideas clearly both orally and in writing
- 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
- 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.

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.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job-related duties as may be required.