

Animal Shelter Attendant

Dept/Div: Animal Control/N/A

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled work maintaining the animal shelter facility, caring for animals, assisting the public in retrieval or adoption of animals, and related work as apparent or assigned. Work is performed under the moderate supervision of the Animal Shelter Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Disinfects and cleans animal housing areas including kennels, cages and shelter grounds.
Receives and processes incoming animals; assists the public with owner released animals and adoptions.
Feeds and waters animals; observes animals in shelter for illness or disease.
Answers the telephone; receives and responds to inquiries regarding strays and adoptions; takes messages for staff.
Receives sign-in forms on animals admitted to shelter; maintains daily activity log.

Knowledge, Skills and Abilities

General knowledge of cleaning and disinfecting procedures for animal shelter; some knowledge of animal care; some knowledge of shelter procedures and practices; some knowledge of office procedures and practices; ability to deal tactfully with the public; ability to handle, lift and/or manage heavy animals; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work frequently using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires standing, walking, sitting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires observing general surroundings and activities; work occasionally requires exposure to toxic or caustic chemicals and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 8/19/2020