

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Part-Time Animal Shelter Assistant
DEPARTMENT: Garrett County Sheriff's Department
DIVISION: Animal Shelter
REPORTS TO: Animal Shelter Manager
FLSA STATUS: Non- Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

Serves the general public in a professional manner. Performs general routine veterinary assistant skills, clerical skills, janitorial skills, and animal control assistance.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Care for animals housed at the Animal Shelter location.
- Feed, water, groom, and clean animals kept at the shelter.
- Filing and maintaining daily and monthly records/ reports.
- Answer phone and other receptionist duties.
- Operate office equipment such as computer, copier, fax, calculator, etc.
- Greet and assist public in a courteous and professional manner upon arrival.
- Receive incoming calls, and complaints. Complete complaint forms.
- Record all information on animals kept at the shelter.
- Building maintenance – cleaning, sweeping, mopping, dusting, etc.
- When needed, assist in euthanizing animals.
- Other duties may be assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High school diploma or general education degree (GED)
- One to three months of related experience and/or training
- Or equivalent combination of education and experience

Knowledge, Skills, and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license
- Euthanasia certification
- Veterinary technician certificate (desirable)

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This can be a physically demanding job, requiring moderate to heavy lifting of animals and supplies with frequent bending, stooping, reaching, climbing, walking, crawling, pushing, pulling, handling and heavy lifting up to 80 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work environment varies from in the animal shelter facility to out on patrol and responding to calls in all weather conditions with frequent exposure to outdoor temperatures. Includes close contact with animals who may be aggressive and the general public.