

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Administrative Assistant

Department: Animal Control

Reports To: Director

FLSA Status: Non-exempt

Prepared Date: December 2013

Summary: Responsible for assisting in the daily operational duties of the Animal Shelter including clerical, administrative, and supervisory responsibilities. Requires working rotated weekends facilitating the adoption and redemption of animals and the technical handling of and caring for animals at the shelter.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Attend to all clerical operations regarding the public via telephone or visitation to the Animal Shelter. Includes fielding complaints and servicing citizens with adoption and redemption of animals.

Coordinates and maintains Kentucky Dog License program as required by KRS 258, which includes working with local veterinary offices and filing regular reports to the Kentucky Department of Agriculture.

Assists Director with payroll and monthly billing.

Supervises volunteers and community workers assigned to the animal shelter, when applicable.

Assists with foster home placement, adoptions and rescues, as needed.

Provides for completion of bite reports as follows: (a) Insures that all bite cases are followed through and concluded through interaction with animal control and law enforcement officers and other staff, as appropriate; (b) Insures appropriate procedures are followed with the Health Department for testing of rabies suspect specimens; (c) Provides Health Department with reports and information accordingly; (d) Provides statistical information on a monthly and annual basis as requested; insures all bite cases are properly completed and filed immediately upon expiration of quarantine.

Acts as Animal Control Officer on an as needed basis.

Keeps record of all cash receipts and reports them according to guidelines set forth in Administrative Code.

Responsible for all monies and receipts collected at the end of each workday.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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/or Experience: High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations: Valid Kentucky driver's license

Language Skills: 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 organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Knowledge of word processing software.

Physical Demands: 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is regularly required to use hands to finger, handle, feel, climb, or balance, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

Work Environment: 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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.