

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Animal Control Attendant (permanent part-time)

Department: Animal Control

Reports To: Director

FLSA Status: Non-exempt

Prepared Date: July 2013

Summary: Responsible for the daily cleaning of the Animal Shelter and assisting in the daily operational duties as requested by Director.

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

Responsible for the daily cleaning of the Animal Shelter, including but not limited to, cleanliness of animals, cages, litter and food pans, and washing and sanitation of pans, rags, and towels.

Responsible for the daily feeding and watering of animals.

Assist the public via telephone or visitation to the Animal Shelter. Includes fielding complaints and servicing citizens with adoption and redemption of animals.

Accept animals brought into the department by citizens.

Handle incoming and out-going animals including checking health, cleanliness, and necessary medical treatment for animals and taking necessary precautions such as putting animals in quarantine and removing animals from cages/cars to sort into appropriate cage area in the Animal Shelter. May involve handling wild or angry animals, putting employee in danger of animal bites and scratches.

Assists Director, Animal Control Officers, etc. in the euthanasia of injured, sick, dangerous or unwanted animals.

Transport animals to veterinarian's office, etc.

Assist Director and Administrative Assistant in the daily operational duties of the Animal Shelter.

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); or one to three months related experience and/or training; or equivalent combination of education and experience.

Licenses: Valid Kentucky Drivers License

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

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.

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.