



<p><b>POSITION DESCRIPTION</b></p> <p><b>Animal Control Assistant - PT</b></p> <p><b>FLSA Status: Non Exempt</b>  <b>Classification: Occupational</b>  <b>Salary Grade/Band:</b></p>	<p><b>9 June 2015</b></p> <p><b>Reports to: Administrative Lieutenant</b>  <b>Revised: _____</b>  <b>Human Resources Initials: _____</b></p>
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**POSITION PROFILE**

Under general supervision of the Animal Control Deputy and as part of the Animal Service Program, performs a variety of duties related to animal handling, kennel operations, cleaning, feeding, housing of animal, shelter maintenance and assisting the public.

**DISTINGUISHING FEATURES**

Animal Control Assistant is distinguished from the Animal Control Officer series by its lack of duties related to the enforcement of state laws and county ordinances pertaining to the care, control and licensing of animals.

- GOALS**
- To ensure safety of public during adoption process when considering choice of animals.
  - To ensure work performance, effective time management practices, and attention to detail.
  - To articulate and convey information accurately and appropriately to staff and public.

- ESSENTIAL FUNCTIONS**
- Consistently adhere to established operational policies and procedures to ensure the efficient and effective operation of the Animal Services Facility.
  - Maintain clean and neat appearance of animal shelter.
  - Clean cages, house animals appropriately, feed animals.
  - Assist Animal Control Deputy in receiving, adopting and redeeming animals.
  - Ensure the humane handling and care of all animals taken in by the Animal Services Facility and ensures that each animal's nutritional and house needs are met on a daily basis.
  - Assists the public with the admission and adoption of animals and promotes responsible pet ownership at all times.
  - Inventory, order and stock supplies
  - Performs related duties as required to meet business needs.

- EDUCATION AND EXPERIENCE**
- High school diploma or equivalent;

- One (1) year of animal handling and care experience.

#### **LICENSE AND CERTIFICATIONS**

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.

#### **SKILLS/ABILITIES**

- Able to perform basic animal handling, including care, good hygiene habits, behavior and disease identification
- Must follow instructions and respond to management direction.
- Communicate effectively both orally and in writing effectively with the public regarding animal issues.
- Ability to use cleaning chemicals and disinfectants in a safe manner and in accordance with posted MSDS.
- Knowledge of state regulations and local ordinances governing animal control activities.

#### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

#### **LANGUAGE SKILLS**

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other agencies.

#### **REASONING ABILITY**

- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

#### **PHYSICAL REQUIREMENTS**

- Occupational hazards and standard safety practice necessary in the area of animal care, handling, and control
- Tolerate unpleasant smells and conditions.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, kneel, crouch, stoop, reach, twist, lift and/or move up to 100 pounds. Implements buddy lift or uses other lifting device for items or animals over 100 pounds.
- While performing the essential functions of this job the employee is occasionally required to use color, sound, odor and shape perception and discrimination.

#### **HAZARDS**

- Work outside in various types of weather and unsanitary environments.
- Must be able to work in or around animal fur, dander, disorganized and/or substandard houses; deal with infectious, emotionally distressed and confrontational people and aggressive animals.
- Exposure to and/or in contact with chemicals used to perform euthanasia and people who may be under influence of drugs and/or alcohol. Must be willing to obtain a pre-exposure rabies vaccination, and when medically required, revaccination shots.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.