

# Madison County Animal Services

## Job Description

**Job Title:** Animal Shelter Worker 2

**Department:** Animal Services

**Reports To:** Animal Services Director

**Summary:** An animal shelter worker is responsible for maintaining a clean, safe, and pleasant environment for both the animals and the members of the community. They perform the duties necessary to maintain a well operating animal shelter, in order to help alleviate the problem of homeless animals in Madison County.

### Where to Apply:

The position is open until August 16<sup>th</sup>, 2017. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions (included but not limited to):

- Disinfecting and cleaning cages and kennels daily, as specified in the Cleaning Manual
- Provide fresh food and water for the animals daily
- Wash dishes and laundry thoroughly daily
- Performs general housekeeping daily (Offices, storerooms, washrooms, bathrooms, common areas)
- Socializes animals daily, providing extra care and training to those animals in need
- Examines the animals daily and reports any visible signs of illness to Director or Shelter Specialist
- Answer the phones and takes accurate, detailed messages for Animal Control.
- Answers the phones and give accurate, detailed information concerning adoptions, surrenders, strays, available animals, spay/neuter programs, rabies vaccine information, ect.
- Performs computer based intakes on stray and owner surrendered animals, getting accurate information regarding the animals, if known.
- Performs computer based adoptions on animals that meet adoptability criteria.
- Assists the public with information regarding animals for adoption, including "Meet & Greets"
- Encourage and assist the public with spay/neuter assistance programs available in our area
- Keeps accurate records of the animals in our care and gives vaccinations and medications as needed
- Assists animal control with intakes and evaluations of the animals they bring in

**Qualifications:** To perform this job successfully, an individual must be able to perform each 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 of the job. A high school diploma is preferred. Applicant should possess a strong knowledge of computers, telephone skills, accurate, legible, and descriptive message taking. Applicant must enjoy all species of animals since handling the animals is a part of the daily performance. The employee must be able to work the required hours designated to fulfill all job duties, including weekends and holidays. Ability to write and complete forms, perform computer based intakes and adoptions, as well as effectively present information to the public, management, and co-workers required. Experience in the animal welfare field preferred but not required. Ability to work independently, in a fast paced environment within time constraints is a must.

**Physical Demands:** In order to successfully perform this job an applicant must be able to sit, stand, bend, squat, and/or crouch for long periods of time. Must be able to run and walk in order to exercise the animals and capture the occasional escape artist. Applicant must be able to lift a minimum of 50 pounds on a daily basis and is regularly required to lift, feel, touch, talk, and hear. While performing the duties of this job, the employee is frequently exposed to toxic, irritating, or caustic chemicals, animal waste, and outside weather conditions. The noise level of the work environment is usually moderate.

**Duties and Responsibilities include but not limited to:** Cleaning, disinfecting, laundry, dishes, socialization of animals, maintain frequently changing knowledge of the animals in the shelter, answer phones, take accurate messages, intake surrendered animals, prepare animals for adoption, and complete paperwork in a timely manner. Most paperwork is computer based. Humane euthanasia is a part of the environment in the shelter; applicant is required to understand the need and may be required to assist, however, this is rare on the weekends.

**Education:** High School Diploma preferred.

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test, as well as a criminal background check. Must possess a valid North Carolina Driver's License.

**Work Hours:** Saturday 8am-2pm and Sunday 9am-1pm. Starting salary for this position is \$9.00 per hour at 10 hours per week. This position does not come with benefits.