

# Animal Control Shelter Attendant

## Salary

Part-time Position

\$13.00 to \$15.00 per hour (depending on experience).

Approximately 29 per week.

## Benefits

A benefit package is not offered for this position.

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## Job Description

### Position Summary

Incumbents in this position are responsible for maintaining the Animal Shelter, cleaning and caring for animals, record management, assisting citizens, answering phones and other duties as assigned. This is a part-time position consisting of approximately 29 hours per week.

### Supervision Received

Works under the general supervision of the Animal Shelter Manager.

**Essential Functions** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Answer phones and assist public with questions and concerns related to shelter policies and procedures regarding animals.
- Maintain records and accurately complete paperwork.
- Follow all shelter procedures and policies for releasing animals to their owners and accepting surrendered animals.
- Thoroughly clean and disinfect areas of the shelter, including cages, runs and other related areas as necessary.
- Take charge and/or handle animals as required and to restrain hard to control animals.
- Feed and care for animals. Wash and sterilize water and food bowls. Wash and dry towels and blankets.
- Performs other related duties as assigned.

### Typical Physical/Mental Demands/Working Conditions

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, sitting or standing for extended periods while assisting customers and while operating assigned office equipment. Walking, standing, stooping, sitting, reaching and light lifting. Talking, hearing and seeing essential in the performance of daily tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Considerable exposure to stress as a result of human

behavior, including dealing with unpleasant, angry or discourteous individuals as part of the job requirements.

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### **Minimum Qualifications**

#### **Qualifications Education and Experience:**

1. Must be 21 years of age AND
2. High school diploma or equivalent AND
3. Possess a valid Utah Driver's License.
4. Applicants will be required to attend an oral interview and have successful completion of a pre-employment drug screening, a thorough background check and pass the CVSA (Computer Voice Stress Analysis) test.

#### **Knowledge, Skills, and Abilities**

- Excellent customer service and communication skills, including active listening.
  - Perform accurate clerical functions.
  - Possess time management and organizational skills.
  - Work under stressful conditions and manage angry individuals and unpleasant situations.
  - Correct English usage, spelling, punctuation and grammar.
  - Proficient computer skills with the ability to learn new software.
  - Use a personal computer, calculator, cash drawer, postage meter, copy machine, FAX and telephone.
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### **To Apply**

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 or emailed to [hr@cityofhurricane.com](mailto:hr@cityofhurricane.com). Deadline for submittal is April 06, 2020 at 5 p.m. Refer questions to Human Resources at 435-635-2811. Pre-employment drug screening is required. The City of Hurricane is an Equal Opportunity Employer. We make reasonable efforts to provide reasonable accommodation to disabled candidates.