



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: ANIMAL SHELTER ATTENDANT DATE OPENED: NOVEMBER 28, 2017

DEPARTMENT: ANIMAL SHELTER / HEALTH DEPARTMENT CLOSING DATE: DECEMBER 11, 2017

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: MPEA - Health

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 12.85 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 13.50 per Hour

2 YEAR STEP: \$ 13.71 per Hour

3 YEAR STEP: \$ 13.93 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

PLEASE SEE THE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

ANIMAL SHELTER ATTENDANT

DEFINITION

Under the supervision of the program director, performs a variety of manual tasks related to the feeding, grooming, and exercising of animals and the cleaning and general sanitary requirements of the Animal Shelter and the animal cages/pens.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (The following are intended to illustrate typical duties and responsibilities; they are not to be all inclusive or restrictive)

1. Inspects cages/pens and animals on a regular basis; cleans and disinfects inside and outside of kennels, building and halls; maintains ground, kennels and buildings; empties trash cans.
2. Will assist at the front counter checking in animals, receiving complaints and relaying them to appropriate personnel, processing adoptions of animals, and performing various clerical tasks.
3. Participates in regular and special training programs to gain new ideas and information leading to greater efficiency and effectiveness, performance and courtesy or personnel.
4. Provides direction, training, and guidance to community service workers and volunteers in the care and maintenance of animals and facility.
5. Performs related work as assigned.

MINIMUM REQUIREMENTS (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment)

Knowledge of:

- basic methods of caring for and feeding domestic animals
- basic grounds keeping
- basic clerical tasks and computer word processing techniques

Ability to:

- secure a valid Montana drivers license
- learn and accurately apply animal control policies
- learn to identify different breeds of animals
- work in and around smells normally found in an animal shelter on a sustained basis
- regularly inspect animal areas
- regularly feed, water, groom, exercise and otherwise care for animals

- lift and carry 40 pounds
- clean and sanitize animal cages/pens effectively
- deal with the public in a friendly, pleasant, and courteous manner
- establish and maintain an effective working relationship with co-workers and the public
- perform basic clerical tasks

GENERAL RECRUITING INDICATORS: (Person applying for position of this classification should have the following experience and/or training)

A general concern for the care and welfare of domestic animals. Prefer work experience in animal-related field.

Must be able and willing to take pre-exposure rabies vaccinations.

Must be able to obtain a Montana State Euthanasia Technician Certificate.

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	07/01/88	Commissioner's Minutes
Revised	06/15/00	Commissioner's Minutes
Revised	03/03/05	Commissioners' Minutes
Revised	11/19/07	Commissioners' Minutes