



## **SHELTER ATTENDANT**

**DEFINITION:** To operate the Inyo County Animal Control Shelter on a part-time basis and to perform related duties as assigned. Under supervision, shelter attendant is responsible for maintaining the health and welfare of all animals impounded at the Inyo County Animal Shelter, located in Big Pine. Incumbent in the position reports directly to the Supervisor of Animal Services.

**ESSENTIAL JOB DUTIES:** Maintains a healthy atmosphere by cleaning up after and feeding all impounded animals on a daily basis; uses chemical cleaning agents; meets and answers questions from the public; issues citations; issues dog and kennel licenses; collects and records fees and fines; impounds and releases animals; vaccinates animals as needed; keeps records; adopts animals to qualified homes, in the prescribed manner; maintains supplies; posts signs and issues pamphlets and flyers for public notice; works with volunteers; works alone under unusual conditions, including weekends and holidays.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** High school graduate or equivalent with experience in the care and handling of animals.

**Knowledge of:** Federal, State, and County laws, statutes, and ordinances related to the control, protection, licensing, and impounding; affiliated agencies and their functions; legal liabilities; animal capture and restraint techniques; symptoms and control of rabies and other common animal disease; laws, procedures, and reporting requirements for rabies control; public health functions in a rabies epidemic area; general safety practices and requirements; emergency first aid techniques; basic mathematics.

**Ability to:** Learn to interpret and apply laws, rules, ordinances, and policies regarding the control, protection, licensing, quarantine, impounding, and care of animals; safely handle animals to avoid injury to persons or animals; administer emergency first aid; recognize normal and abnormal animal behavior; tolerate animal noises, odors, and behavior; exercise patience, care, and compassion in dealing with animals; recognize symptoms of rabies and other animal diseases; perform duties in a manner ensuring a safe working environment for self and others; understand and carry out oral and written instructions; express ideas clearly orally and in writing; maintain records, logs, statistics, and filing systems; meet deadlines; establish and maintain effective working relationships; exercise tact, self-restraint, good judgment, courtesy, firmness, impartiality, and persuasion while discharging assigned duties; function appropriately

under stressful and/or confrontational situations; interact with persons at all organizational levels; provide clear and satisfactory explanations to questions; identify and define problems and possible solutions; maintain confidentiality; work cooperatively with those contacted in the course of work. Must have ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift and carry up to 75 pounds; must have ability to reach and lift above shoulder level and work in a wet environment; must have ability to tolerate loud noises.

**Special requirements:** Must be available to work weekend and holiday hours; must use water and various cleaning solvents and chemicals in performance of duties; must have valid operator's license issued by the State Department of Motor Vehicles.