



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

SHELTER ATTENDANT (PART-TIME)

Application Deadline: July 20, 2018

DEPARTMENT: Sheriff's Department, Animal Services Division
LOCATION: Countywide
SALARY: Range PT42 \$12.50 - \$15.21/hour
May work up to 19 hours per week – no County benefits

DEFINITION: To operate the Inyo County Animal Control Shelter 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 Animal Control Supervisor.

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 in a kennel environment.

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.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

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; must successfully complete a pre-employment background investigation.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **July 20, 2018** (postmarks not accepted. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must also be received.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All positions are considered Countywide.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.