



POSITION: Animal Care Attendant Assistant
JOB CODE: 3099 **GRADE:** 1070
DEPARTMENT: Community Services **DIVISION:** Animal Services
REPORTS TO POSITION: Shelter Supervisor
STATUS: On-Call **FLSA:** Non-Exempt

Position Summary

Position is responsible for the care, treatment, and enrichment of animals. Work of this class involves no supervisory duties or responsibilities.

Position Responsibilities

1. Feeds, waters, grooms, and exercises animals.
2. Restrains and places animals in shelter holding facilities.
3. Minimizes disease transmission by maintaining high standards of sanitization through the facility.
4. Assists the general public in the promotion of adoption and redemption of animals; provides information about adoption and redemption procedures.
5. Provides prompt and courteous service to the general public regarding shelter operations; escorts visitors and potential adopters through the facility.
6. Provides enrichment to facility animals.
7. Assists Animal Welfare Enforcement Officers with incoming animals.
8. Assists in in-take procedures and the administration of medication as directed by veterinary staff; maintains controlled substance logs and applicable records.
9. Assists in the retrieval and transport of stray animals.

Minimum Qualification Requirements

Education

Completion of 8th grade and ability to read, write and follow instructions; High School Diploma or G.E.D. preferred.

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

Knowledge, Skills & Abilities

1. Ability to handle and restrain fractious animals with compassion and respect.
2. Ability to communicate, both orally and in writing.
3. Ability to establish effective and positive working relationships with co-workers and the general public while working independently and collaboratively.
4. Ability to multi-task in a fast-paced environment.

Miscellaneous Position Information

Working Conditions & Physical Requirements

Work requires ability to control, lift, and carry animals handled at the facility. The physical demands or working conditions described here are only to be a representative of those that must be met.

Work requires frequent walking, reaching with arms and fingers, and performing repetitive motions. Frequent stooping, kneeling and crouching or climbing over rough and uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift and push up to 50 pounds, unassisted.

Work environment involves moderate risk with exposure to zoonotic diseases and cleaning agents and fumes. Frequent outside work in various weather conditions that may require safety precautions, such as inclement weather protection.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIC clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.