

Animal Control - Kennel Technician

Job Description

Hours: 35 hours a week - \$11.00 an hour with raise after six months

Essential Duties and Responsibilities

- Performs duties related to the care of animals housed at the shelter including and to the sanitation of the building (cleaning kennels)
- Maintains paperwork for pre/post adoptions, spay-neuter, and other as needed
- Handles animals in a humane manner as dictated by departmental regulations
- Assists Animal Care Specialists with restraint of animals, and may be required to assist with all tasks
- Maintaining animal welfare including blood draw for testing and giving vaccines
- Enters animals into the computers system as they arrive in the lobby or through the after-hours receiving area
- Updates social media daily with lost pets and new adoptions
- Assist in fundraisers
- Update rescue sites
- Contacts supervisor as questions on procedures arise
- Performs assigned duties, which require bending, twisting, climbing and lifting 50 pounds on a regular basis
- Handles animals in a humane manner in accordance with departmental regulations
- Ability to pass post-offer physical, drug screen, and functional screen for this position.

Marginal Functions

Performs any and all other duties as required.

Skills/Requirements

- Resident of Decatur County or willing to relocate within 6 months.
- High School Diploma or GED, and ability to acquire / maintain required certification(s).
- Passion and desire to learn of animals' health, care, welfare, and handling.
- General knowledge (or desire to learn) of State Law and local ordinances pertaining to Animal Control.
- Strong communication skills.
- Computer literate.
- Knowledgeable (or desire to learn) of adoption/rescue resources and organizations.

Decatur County is an Equal Opportunity Employer

Related keywords: animal, animal care, veterinary assistant, kennel technician, kennel

Job Type: Full-time

Pay: \$11.00 per hour

COVID-19 considerations: masks and common surfaces sanitized regularly