GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: FEBRUARY 24, 2014
REVISED: MARCH 18, 2014
CLOSING DATE: MARCH 31, 2014

DEPARTMENT: **Health/Rabies Control**

POSITION: **Animal Care Worker**

LOCATION: **Globe**

JOB CODE: **14-014**

ANNUAL SALARY: **$19,094.40-$23,275.20 DOE**

NATURE OF WORK

Assists with the impounding, care, euthanasia, and disposal of animals to safeguard residents from nuisance and dangerous animals; maintains animal kennels, cases, equipment and shelter; informs the public on licensing, immunization, and other animal regulation programs.

DUTIES AND RESPONSIBILITIES:

- Receives animals into shelter; checks for microchip identification or tags; confines animals in kennels; identifies and isolates dangerous or ill animals; takes photos of animals at intake and uploads to computer system; accurately identifies breed and gender of animals received.
- Assists in the operation of County animal shelter in accordance with established procedures and regulations; cleans and disinfects animal kennels, cages, equipment, walkways, vehicles, and work areas; maintains safe and sanitary conditions in the animal shelter.
- Performs basic animal care including cleaning and feeding animals, medical care, and restraint and infection control procedures; handles and moves animals from area to area.
- Performs humane euthanasia and disposes of animals, may be required to perform epidemiology; prepares required documentation in relation to euthanasia activities.
- Performs minor repairs to shelter facilities and grounds.
- Releases animals to owners per procedures; answers inquiries about lost or found pets; assists in selecting animals for adoption; performs adopter-to-animal and animal-to-animal interactions.
- May assist veterinarians with vaccinations; may perform animal behavior evaluations.
- Updates computer files when receiving, adopting, returning, and transferring or the euthanasia animals; provides courteous, high quality service to members of the public; runs daily reports.

WORKING ENVIRONMENT:

Work is performed outdoors and in County Animal Shelter; may be exposed to rabid and wild animals and potential physical harm; must be able to lift and place animals in cages. Standing and walking and lifting up 100 pounds are involved; may encounter irate or disgruntled public.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and six months of animal care experience; or equivalent combination of education, training and experience is preferred.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Animal care, including feeding, handling, cleaning and disinfecting techniques, applicable laws, statutes, and ordinances relating to the control, protection, licensing, impounding and disposal of animals; animal euthanasia methods and standards; breed identification; animal capture and restraint techniques and equipment; symptoms, causes, procedures and reporting requirements for rabies control and other common animal disease; common computer programs.

Ability to: Deal with difficult people in order to get them to comply with regulations; perform animal euthanasia; communicate effectively verbally and in writing, sometimes under stressful situations; exercise sustained physical excursion to control animals.

Skills in: Identifying various types of animals, and recognizing abnormal behavior and symptoms of animal diseases; exercising patience, care and compassion in dealing with animals; exercising effective customer services skills.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.