GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: DECEMBER 2, 2015
REVISED: JANUARY 21, 2016
CLOSING DATE: FEBRUARY 10, 2016

DEPARTMENT: **Health & Emergency Management/ Animal Control**

POSITION: **Animal Care Worker**

LOCATION: **Globe**

JOB CODE: **15-112**

ANNUAL SALARY: **$20,150.00-$21,185.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to provide proper care and handling of all animals brought into the animal shelter and to provide the public with relevant information. This position cleans kennels, feeds impounded animals and ensures the office is cleaned. The role runs the shelter and performs associated clerical tasks, in addition to informing the public about animal regulation programs and providing other requested information.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
Performs shelter office activities, including selling tags, arranging return of animals to their owners and clerical tasks; performs minor repairs to shelter facilities and grounds; 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. May assist veterinarians with vaccinations; may perform animal behavior evaluations.	20%
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.	20%
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.	10%
Performs humane euthanasia and disposes of animals, may be required to perform epidemiology; prepares required documentation in relation to euthanasia activities.	10%
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.	10%
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.	10%
Provides public with information on proper licensing, immunization, and all other animal regulation programs.	10%
Prepares mail for dispatch and ensures office is cleaned daily.	10%
Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Six (6) months experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

NACA - National Animal Control Association Level I-III

KNOWLEDGE REQUIRED

Clerical, customer and personal service, geography, communications and media.
Basic knowledge of animal breeds; basic understanding of animal moods and temperament. 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.

SKILLS REQUIRED

Active learning, active listening, communicating diplomatically, customer service, public speaking (large groups), time management, multi-tasking, applicants should have basic knowledge of animal breed characteristics to be able to identy if for instance a dog has an upset stomach or is sick with Parvo as there are signs to tell the difference. 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.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, multi-task, speak clearly and sensibly, follow orders, applicants should be able to lift up to 100 lbs with little to no trouble; should be able to assist with animal euthanasia when neccesary. Ability to identify animal breeds. Ability to notice if animal is going to cause problems or is getting sick.

PHYSICAL DEMANDS

- Occasionally stands to present animal care programs to public; routinely stands to attend to cash register and to attend to customers; regularly stands to perform custodian work.
- Regularly sits to complete report, operate computers, complete a program and attend to other duties.
- Routinely lifts upward of 100 lbs of work related materials, equipment, tools and animals.
- Requires dexterity for keyboard operation; requires dexterity for special machines.
- Incumbents in this position may be required to intervene to break up animal fights; walk, bend, stoop, crawl, kneel, and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spend time in office environment and outdoors in County Animal Shelter.

SAFETY RISK EXPOSURE

Incumbents in this position may be exposed to rabid and wild animals and potential physical harm; must be able to lift and place animals in cages, may encounter irate or disgruntled public; emotional customers or citizens. May be exposed to occasional physical danger, bloodborne pathogens and communicable diseases.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position occasionally requires biosafety gear; constantly require surgical and commercial grade gloves and footwear, compliance devices and eye protection devices.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.

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