

COUNTY OF AMADOR



JOB ANNOUNCEMENT

(Open Recruitment)

DEADLINE	POSITION	DEPARTMENT	RATE OF PAY
January 14, 2021 5:00 PM	Animal Care Technician I	Animal Control	\$16.17-19.65/hr.

Definition: Under general supervision, performs duties related to the licensing, adoption, impounding, euthanasia of animals. Feeds and cares for animals in the shelter. Cleans and maintains shelter facilities. Performs general clerical duties and related work as required.

Examples of Duties:

- Maintains a healthy, safe and sanitary facility for sheltered animals, the public and staff
- Monitors the appearance and behavior of sheltered animals
- Reports potential problems to the Animal Care Technician II or Director of Animal Control or his/her designee
- Provides all animals sheltered with proper, humane handling and care, including those which may be ill, quarantined or difficult to control
- Administers medications, assists with and is certified to perform euthanasia
- Performs general clerical duties, including the use of a computer, typewriter, telephone, copy machine, fax and other machines in the office; records, computes, gathers, documents information on sheltered animals, animal bite reports, licenses, weekly, monthly and annual reports to the County and State
- Keeps accurate log of sheltered animals daily and learns correct procedures to document this information
- Assists the animal Care Technician II or Director of Animal Control or his/her designee with ordering materials, chemicals and supplies
- Completes paperwork for dog license, impounded, adopted, or redeemed animals
- Maintains the lost and found animal lists
- Collects information, as necessary, for the officers
- Assists the officers with annual rabies clinics and/or other animal vaccination clinics
- Assembles and produces documented information for the Animal Care Technician II or Director or his/her designee as requested
- Keeps the animal shelter open to the public during normal business hours
- Answers the telephone and assists the public
- May advise the public on animal control policies and procedures
- Drives County vehicle to get supplies, deliver animals to local veterinarians for surgeries, and care
- Prepares animals to be sent out for rabies testing
- Participates in weekly safety meetings.

Knowledge of:

- Care and feeding of various breeds of dogs and cats livestock, and other domestic and wild animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Basic methods of animal collection and restraint.

Amador County is an Equal Opportunity/Affirmative Action employer.

Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

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Ability to:

- Learn County and State ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Learn general law enforcement functions and procedures.
- Carry out oral and written directions.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Perform general office duties.
- Pass a standard county background check.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous employment in animal related field. Experience in caring and handling large and small animals is required.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Selection Requirement: All interested applicants must fill out an Amador County employment application. Applications will be evaluated by a screening committee. The best qualified candidates will be selected for an interview.

For Job Application and Complete Job Description Contact:

AMADOR COUNTY HUMAN RESOURCES

810 Court Street, Jackson, CA 95642

(209) 223-6456 . Fax: (209) 223-6426 . www.amadorgov.org

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