

## **Animal Shelter Technician**

The County of Amelia is accepting applications for a full-time salaried Animal Shelter Technician. The successful applicant shall provide support and assistance to the Animal Control Officer in the care of animals and general housekeeping of the Animal Control Shelter. The position also requires general clerical work and program administration for the shelter. Duties include, but are not limited to, collecting data for monthly and annual State Veterinary reporting, monitoring and maintaining supplies, maintaining regular contact with APAW and other rescue groups, and maintaining the animal adoption program. The successful applicant must have and maintain a valid Virginia driver's license and must have the ability to work weekends and holidays. The salary for this position is in wage band 3 (\$20,000 to \$35,000) and shall be based on qualifications. Interested individuals may obtain an employment application and detailed job description from the Office of the County Administrator, 16360 Dunn Street Suite 101, Amelia Court House, Virginia 23002. This information is also available through the Amelia County website ([www.ameliacova.com](http://www.ameliacova.com)) under the "JOB OPPORTUNITIES" tab. Applications shall be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 before 5:00 PM on Friday, August 14, 2020. Amelia County is an Equal Opportunity Employer and maintains a drug free workplace. Drug testing and a background check are required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561-3039.

**COUNTY OF AMELIA**

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Animal Shelter Technician
<b>IMMEDIATE SUPERVISOR:</b> Animal Control Officer
<b>LOCATION:</b> Animal Shelter

<b>PAYGRADE:</b> 3
<b>FLSA STATUS:</b> Non-exempt
<b>FULL/PART-TIME:</b> Full Time

**GENERAL DEFINITION OF WORK**

- Provides support and assistance to the Animal Control Officer in the care of animals and general housekeeping of the Animal Control Shelter. General clerical and program's administration assistance provided.

**ESSENTIAL FUNCTIONS**

- Acts as the receptionist: answers phone, routes calls and provides basic information to callers and walk in customers. Tracks phone calls/email inquiries through tracking "call log". Responds as required. Prepares service tickets for officers.
- Provides clerical assistance to the Animal Control Officers, assembles packets, prepares correspondence. Establishes and maintain office files.
- Compiles data for monthly and annual State Veterinary reporting.
- Maintains facilities in a clean and safe manner.
- Provides general care to animals to include feeding and watering.
- Maintains supply levels and reorder as required.
- Maintains regular contact with APAW and other rescue groups.
- Monitors feline trap program and notifies citizens of availability.
- Assist in the transport of animals to rescue groups.
- Tracks and maintains animal adoption program to include pictures and files.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrates computer, telephone and office equipment skills.
- Skilled in the use of Microsoft Word, Excel, and Adobe programs.
- Knowledgeable of general animal care.
- Knowledgeable of special interest programs and agencies.
- Ability to communicate with general public in a professional manner.
- Knowledgeable of spay and neuter programs.

**EDUCATION AND EXPERIENCE:**

- High school graduate or equivalent preferred.
- One year experience working with domestic animals in a shelter environment.
- Possess a valid Virginia State Driver's License.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

- Works in a shelter environment with animals present.
- Lifts up 50 pounds on a regular basis.
- Works one weekend per month.

**EVALUATION:**

- Performance will be evaluated on the abilities demonstrated and effectiveness with which the employee accomplishes the listed responsibilities.