Animal Caretaker

Nature of Work

This is responsible animal control work assisting with all aspects of the caring and placement of animals taken to the ______ County Animal Services Facility. Activities associated with the job include assisting with the intake of stray or abandoned animals, providing care for them until they are reunited with their owner, adopted or euthanized, ensuring that the facility is maintained in an organized and sanitary condition and providing the animals with daily nutritional and grooming needs. Additional responsibilities include educating the public about rabies control and regulations governing animals, assisting the public with admitting and/or adopting animals, observing and evaluating the health and condition of animals and assisting in euthanasia activities when necessary. Job responsibilities require good interpersonal, organizational and decision making skills, experience in animal control activities and working with animals, knowledge of all state regulations and local ordinances governing the care and treatment of animals, ability to consistently adhere to established operational policies and procedures and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Animal Services Director through review of the effectiveness of animal handling and control activities, ability to effectively supervise and direct the activities of volunteers and inmates, knowledge of state regulations and local ordinances governing animal control activities, level of support provided for facility operations, and organizational, interpersonal and decision making skills.

Illustrative Examples of Work

- Consistently adheres to established operational policies and procedures to ensure the efficient and effective operation of the Animal Services Facility.
- Assists with supervising and directing the daily activities of all volunteers and inmates when necessary.
- Assists with performing required administrative duties such as logging calls, preparing surrender forms, bite reports, etc.
- Assists with ensuring the cleanliness and proper maintenance of the animal services facility and recommending the procurement of maintenance services when necessary.
- Ensures the humane handling and care of all animals taken in by the animal services facility and ensures that each animal’s nutritional and housing needs are met on a daily basis.
- Assists the public with the admission and adoption of animals and promotes responsible pet ownership at all times.
- Observes and evaluates animals for signs of illness and reports symptoms to the appropriate personnel.
- Administers medications and assists with restraining animals during euthanasia under the supervision of the Licensed Veterinary Technician.
- Assists the public with completing application forms and makes assessments of their ability to
adequately care for adopted pets.
- Interacts with pet owners and the public when dealing with stray or abandoned animals and animals that have been hurt or have bitten someone.
- Assists with educating the public on the law and ordinances pertaining to animal ownership and control.
- Assists with compiling statistics, maintaining records and preparing reports of facility activities, animal dispositions and animal control activities.
- Assists with the intake of animals and the day to day showing and adoption of animals.
- Assists in ascertaining the health and disposition of animals brought to the animal services facility.
- Assists with ensuring a proper inventory of all supplies and equipment required for animal control and facility operations; re-stocks and runs errands when necessary.
- Performs any related duties as required.

**Necessary Requirements of Work**

High School Graduate or GED; considerable experience working with animals; considerable knowledge of the animal services facility operating policies and procedures, knowledge of common illnesses associated with animals including symptoms and transmission to other animals; good organizational, interpersonal, organizational and decision making skills; considerable knowledge of the nutritional and emotional needs of animals; sufficient strength and agility to perform the physically demanding aspects of the job or any equivalent combination of education or experience to provide the following knowledge, skills and abilities:

- Considerable knowledge of state statutes and regulations regarding the care and treatment of animals and animal control activities.
- Considerable knowledge of the statutes, ordinances, and regulations pertaining to animal control, adoption and disposal for ______ County.
- Considerable knowledge of animal handling and apprehension techniques, animal behavior and animal health.
- Considerable knowledge of effective hygiene practices and required maintenance activities for the efficient operation of an animal services facility.
- Knowledge of administrative practices and procedures pertaining to the preparation and storage of reports and documentation for animal control operations.
- Knowledge of common diseases occurring in domestic animals and the medication(s) and/or treatment procedures to cure and/or alleviate symptoms and prevent the transmission to other animals.
- Knowledge of animal medications and drugs used for tranquilization and euthanasia.
- Ability to consistently adhere to established operational policies and procedures required to ensure the efficient operation of the Animal Services Facility.
- Ability to perform the physically demanding aspects of the position in a variety of weather conditions.
- Ability to effectively supervise and direct the activities of volunteers and inmates assisting at the animal service facility.
- Ability to interact in a professional, effective manner with pet owners and the public.
- Ability to accurately determine the health and disposition of animals.
- Ability to make proper decisions pertaining to the apprehension and control of animals.
- Ability to prepare reports and maintain documentation in accordance with existing policies and procedures.
- Skill in the use of animal control equipment including leashes, catch poles, cat grabbers, throw net and syringes.
- Skill in the operation of a motor vehicle.

**Necessary Special Requirements**

- Possession of a valid Drivers License and the ability to be insured at standard vehicle insurance rates.
- Current Tetanus vaccination on record.