

Shelby County Fiscal Court

POSITION DESCRIPTION

POSITION TITLE:	Kennel Attendant	DEPARTMENT:	Animal Shelter
CLASSIFICATION:	Protective Services	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$8.00 to \$10.00/hour	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Animal Control Director/Dog Warden

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

Under general direction of the Animal Control Director/Dog Warden this position is responsible for the care and cleaning of the animals and facilities of the Animal Shelter

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Clean and sanitize the animal shelter inside and out according to policy and procedures.
2. Enforces county and state laws/ordinances.
3. Provide general care, food and water to the animals daily.
4. Assist with Euthanasia process if needed.
5. Assist with showing of animals to visitors interested in adoption.
6. Participate in opportunities to educate the public on animal population control and human care for animals.
7. Compile reports/paperwork as needed.
8. Unload and tag animals coming into the shelter.
9. Sell animal license as requested.
10. Work front office area, by assisting with telephone calls, paperwork and visitors.
11. Other duties as needed.

QUALIFICATIONS

EDUCATION/CERTIFICATION/LICENSING REQUIRED:

- Graduate from an accredited High School or GED equivalency.
- Valid Kentucky Drivers License

EXPERIENCE REQUIRED:

- 1 to 2 years experience dealing with animals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Local, State and Federal Regulations applicable to the program.
2. Ability to maintain confidential information and exercises professional judgment.
3. Ability to deal with the public, government officials and other agencies professionally.
4. Ability to organize and administer the agency programs.
5. Ability to communicate orally and in writing.
6. Ability to react quickly and competently in an emergency situation.

CONDITONS OF EMPLOYMENT: Must be 21 years of age pursuant to KRS 258.195
Direct Deposit Participation

WORKING CONDITIONS PHYSICAL EFFORT:

- Majority of work is performed outdoors in various settings and weather conditions.
- Opportunity exists to deal with viscous and aggressive animals.
- Opportunity exists to deal with irate animal owners.
- Ability to lift up to 100lbs on regular basis

OVERTIME REQUIREMENTS: Non-exempt

AVAILABILITY: Regular Shift but may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

