

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Kennel Technician
<b>Department:</b>	Campbell County Animal Shelter
<b>Reports To:</b>	Animal Shelter Manager
<b>FLSA Status:</b>	Non-Exempt, hourly
<b>Employment Status:</b>	Part Time – Less than 24 hours weekly
<b>Pay Grade:</b>	2

**SUMMARY:**

Under direct supervision the Kennel Technician assists with the care of animals housed in the shelter and performs daily maintenance tasks as assigned.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** includes, but are not limited to:

- Feeds, exercises, and cleans animals housed in the County Shelter;
- Maintains shelter equipment and grounds in a systematic way;
- Assists in maintaining records of animals impounded or euthanized as to type, breed, sex, date of disposition and location of pick up;
- Assists the public with choosing a pet for adoption and completes necessary adoption procedures;
- Administers medications and treatments to the animals as directed;
- Sells County Dog licenses and handles cash;
- Assists in answering inquiries, processing incoming animals, and solving problems as necessary; and
- Assumes other duties and responsibilities as required.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Ability to establish effective working relationships with fellow employees, county officials and the general public;
- Knowledge of occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties;
- Ability to understand and carry out oral and written instructions;
- Ability to learn the use of catch poles, humane cages and crates, and like equipment for the safe capture of animals;
- Ability to learn and interpret animal control ordinances;
- Basic computer skills with the ability to access programs on PC to perform word processing and spreadsheet applications with basic proficiency; and
- Ability to operate basic office machines such as fax, cash register, copy machine and related equipment.

**EDUCATION AND EXPERIENCE:**

High School Diploma or the equivalency, plus six months of direct experience in the care and keeping of animals; or equivalent combinations of training and experience.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of or the ability to obtain a valid driver's license;
- Must be bonded; and
- Must be able to work weekends and holidays.

**PHYSICAL REQUIREMENTS:**

- Must be able to lift eighty (80) pounds or more to a height of four (4) feet or more;
- Must be able to work extended periods of time using regular or powered hand tools such as brooms, hoses, mops etc.;
- Must be able to work in confined spaces;
- Must be able to stand and/or walk for extended periods of time;
- Eye sight must be correctable to 20/20 vision; and
- Hearing must be within normal acceptable range of 20-25 with or without hearing aid.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

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Date

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Supervisor Signature

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Date