

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



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

Employee Signature

Date

Supervisor Signature

Date