

Hendricks County Job Description

Department: Animal Shelter

Position: Pt. Kennel Attendant

Reports to: Animal Shelter/Control Officer Supervisor

Purpose of Position:

Takes Care of animals in the shelter. Main essential function is cleaning the shelter, keeping it clean, organized and stocked. Assist Shelter Supervisor/Chief Animal Control Officer and the office manager in day to day shelter operations. Maintain, in accordance with County and State Laws, effective control of animals and effective response to residents on animal issues.

Essential Functions:

- Keeps shelter and cage areas clean during normal working hours, weekends and holidays.
- Feeds impounded animals daily.
- Performs animal euthanasia and decapitation.
- Escorts visitors through shelter, looking for lost dogs, seeking animals for adoption or simply to view the facility.
- Cleans and maintains organization of areas inside and outside of shelter.
- Keeps track of supplies.
- Keeps track of freezer and cleans freezer after animal pickups.
- Performs janitorial duties.
- Performs general maintenance.
- Traces owners of animals impounded with tags.
- Picks up food for animals.
- Adheres to personnel policies set forth by the County Commissioners.
- Maintain personal hygiene and appearance which includes maintaining a neat and clean uniform.
- Appearing in court to provide testimony regarding citations and other animal shelter/control cases.
- Insuring observance of County and State Animal Laws.
- Transports head to Indiana State Board of Health for rabies examination.
- Care and handling of quarantine animals that have broken the skin of humans and or animals.
- Assist officers when needed to help clean equipment and vans.
- Answers telephone, takes complaints, explains procedures and laws.
- Dispatches Animal Control Officer to respond to animal complaints.
- Records daily, weekly and monthly activity records which includes counting of medications, counting of animals confined, animals euthanized, animals claimed or adopted.
- Check animals in and out, writes up receipts for impounding fees.
- Gives violation notices to owners.
- Enforces State and Count Laws on animal control.
- Gives written warnings to owners.
- Microchip animals.

Non-Essential Functions:

- Performs other duties as assigned.

Job Knowledge, Experience and Skills Required:

- Ability to receive and follow instructions from the Shelter Supervisor/Chief Animal Control Officer, Office Manager or Training Officer.
- Ability to understand and comply with the Indiana State Board of Health Regulations.
- Ability to maintain accurate and current records.
- Proficient in operations of standard office equipment.
- Ability to communicate effectively with the public including angry citizens. Law Enforcement Agencies, Indiana State Board of Health, Hendricks County Courts and other agencies.
- Ability to acquire Indiana Drivers License and operate animal van.
- Ability to be bonded.

Independent Action and Judgment:

- Receives direct supervision from the Shelter Supervisor/Chief Animal Control Officer and Officer Manager based off of prescribed procedural guidelines.
- Most work performed independently within established procedures.
- Some weekend and holiday hours required to care for animals when shelter is closed.
- Most duties are required to be performed as an independent action.

Working Relationship:

Contact is with Animal Shelter and Animal Control staff, Indiana State Board of Health, Law Enforcement Agencies, County Courts, Other County Offices, Humane Society and the general public. Purpose of contact is to exchange information, requests information, and insure compliance with Animal Control Regulations. This position is a team effort and you must be able to think of how your actions could affect your team and possibly their safety.

Working Conditions and Physical Demands:

Most work is performed indoors/outdoors with exposure to inclement weather, odors inside the animal shelter and associated with dead, decaying animals. This could include dirt, excretions, and vomit when cleaning cages. Exposure to diseased, vicious, wild animal’s fecal matter, urine, chemicals, fumes, and vapors used for disinfecting. Constant threat of injury from animal’s teeth and claws. Excessive noise pollution capable of damaging human hearing. Repeated risk of contracting disease and infections such as rabies, strep throat from dogs, cold like symptoms from cats, fleas, lice, ticks, hook worm, Rocky Mountain spotted fever, and round worms. Requires heavy lifting stress from having to perform animal euthanasia and decapitation.

EMPLOYEE’S SIGNATURE

DATE

SUPERVISOR’S SIGNATURE

PRINT NAME