



## Animal Shelter Attendant

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### **DEFINITION**

Under direct supervision, is responsible for interacting with pet owners regarding the return of their pets; providing clerical support to the Animal Shelter; assisting with the cleaning, feeding, handling, and general care of the animals within the Animal Shelter.

### **SUPERVISION RECEIVED**

Reports to the Animal Control Supervisor or an Animal Control Officer.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform general recordkeeping; keep records pertaining to animals impounded, reclaimed, adopted, or euthanized.

Safely handle and move animals from the indoor kennels to the outdoor kennels; care for quarantined or sick animals.

Work with the public to return impounded animals to their owners and collect necessary fees.

Collect money for shelter programs and receipt it properly.

Complete adoption paperwork.

Clean and disinfect indoor and outdoor kennels on a daily basis with the pressure washer.

Wipe down the cat cages with bleach and change papers in cages on a daily basis.

Wash animal dishes daily; feed and water animals daily.

Enter and retrieve data from the computer database and input information on shelter programs.

Help develop ongoing animal shelter programs to ensure that impounded animals are cared for properly, reclaimed, or adopted in accordance with shelter policy.

Perform general clerical work; answer phones, take calls for service, greet the public; complete paperwork for live trap agreements.

Help organize and run special projects, calendar contest, and pet education programs.

Perform general janitorial duties.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Labor and cleaning methods and safety precautions.  
Computer operations.

#### **Ability to:**

Learn to handle animals properly – particularly cats and dogs.  
Follow instructions.  
Perform assigned tasks properly and efficiently.  
Establish and maintain effective working relationships with co-workers and the public.  
Communicate effectively over the telephone.

### **MINIMUM QUALIFICATIONS**

#### **Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **License or Certification:**

A valid Wyoming Class C driver's license may be required for some positions in this class.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to stand, walk, bend, stoop, crouch, twist, and grasp; lift, carry, push, or pull heavy weights up to 60 lbs. on a regular basis; climb up and down a ladder; exposure to hot, cold, outdoors, chemicals, mechanical hazards; ability to travel to different sites and locations.

Effective date: June 2007

Revised: February 2009