



JENNINGS COUNTYT ANIMAL CONTROL
580 W COUNTY ROAD 25 S
NORTH VERNON, IN 47265
(812)346-5725



JOB DESCRIPTION

Position: Kennel Technician

Department: Animal Control

Work schedule: Saturdays 9:00 am to 1:00 pm , Sundays 10:00 am until finished, some hours M-F within 8:00 am- 4:00 pm and holidays

Supervisor: Senior Animal Control Officer/ Dept Head

Date written: June 2023

Status: Parttime

Date Revised:

FLSA Status: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of Jennings provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as a Kennel Technician for the Jennings County Animal Control Department, responsible for caring for all animals inside the facility.

DUTIES:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Educate the public about all thing's animals.
- Completes dept forms, logs, and summaries related to animals in the facility.
- Read and appropriately educate the public about ordinances and laws.
- Performs other duties as assigned by SACO.
- Performs cleaning and feeding duties.
- Performs emergency animal rescue services, including animal first aid.
- Makes list for euthanasia.
- Answer phones.
- Takes messages.
- Cleaning building inside and outside.
- Opening and closing the facility
- Customer service.
- Provide callbacks when requested.
- Greet office visitors, provide information and assistance, adoptions, reclaims and surrenders.
- Receiving money and writing receipts.
- Monitor faxes.
- Maintain office filling and storage systems.

- Monitor office supplies.
- Ensure all equipment is working properly and serviced.
- Disinfecting/power washing.
- Observe animals mental and physical health.
- Yard maintenance
- Maintains accurate records as required, such as impoundment, euthanasia, adoptions, surrenders, reclaims, and shelter manager.
- Administers medications and vaccinations.
- Occasionally work extended hours, weekends, evenings, holidays, travel out of town to transport animals to facilities, (but not overnight).

I.SKILLS, KNOWLEDGE, AND QUALIFICATIONS:

- Be a citizen of the United States.
- Be at least 18 years of age.
- Possess a high school diploma or GED.
- Cannot have any felony convictions, battery convictions or domestic violence convictions.
- Possess good moral character.
- Pass physical examination/agility testing (if required)
- Submit to drug testing.
- Successfully complete post application training
- Appear for oral interview.
- Provide a copy of Birth certificate.
- Possess a valid IN driver's license.
- Possess normal hearing, normal color visual functions and acuity in each eye correctable 20/20.
- Working knowledge of standard English grammar, spelling, and punctuation, ability to compose and prepare correspondence and reports.
- Ability to operate a variety of office equipment, including a computer, calculator, fax machine, copier, scanner, and telephone.
- ability to capture in a controlled setting and properly handle animals of varying temperaments and health conditions in a controlled setting, and to properly operate a variety of animal restraint equipment, including a catchpole, live traps, muzzles, and cat nets.
- Ability to comply with all employer, department policies and work rules.
- Working knowledge of smartphones
- Be free from performance limiting physical defects and/or communicable diseases. Be free of mental and/or emotional instabilities which may tend to impair the efficient performance of a kennel technician's duties, or which endanger the lives of others or the kennel tech.
- Be free from any other impediment of the senses, physically sound, in possession of his or her extremities, and well developed physically, with height and weight in relation to each other as indicated by accepted medical standards.

- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgements.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to walk, stand, smell, stoop, bend, reach, kneel, crouch, run, and use arms, legs, and back to lift and/or move weight from a minimum of 1 lb to 100+lbs.
- Ability to work in extreme hot and cold temperatures, in wet/icy surroundings, in noisy environments.

II. RESPONSIBILITY:

Incumbent performs duties according to accepted practices and procedures of the Department and local ordinances, with assignments guided by the (SACO). Incumbent work is primarily reviewed for appropriate supervision or direction of assigned operations and compliance with legal requirements. On rare occasions, decisions are made in the absence of specific policies, and/or guidance from the (SACO). Errors are primarily detected or prevented through supervisory review and work errors could result in endangerment to self, others, and/or animals, and a loss of money to the department.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city/county departments, law enforcement agencies, veterinarians, pet owners, prosecutors, and members of the public for the purpose of giving and receiving information.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an animal shelter, and outdoors involving sitting/standing/walking for long periods, sitting, and walking at will, walking on slick terrain, pushing/pulling/lifting/carrying objects weighing over 50 + pounds, bending/reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, keyboarding, and handling/grasping/fingering objects. Incumbent works in extreme hot or cold temperatures, in wet/icy surroundings, in a noisy environment, in confined areas such as a kennel, and near fumes, odors, dust, or dirt, with/near chemicals. Incumbent must wear protective clothing or equipment, such as long pants, non-slip shoes, and gloves. Incumbent often works with or exposed to violent/irate/emotional individuals and responds to situations involving potential physical harm to self and others, such as aggressive animals. Incumbent occasionally works extended hours, weekends, evenings, and holidays, travels out of town to transport animals to facilities, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position for a kennel technician in the Animal Control Department describes the duties, responsibilities, and requirements in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am

responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes____ No____

Applicant/employee signature

Date

Print Name