Job Description: Animal Shelter Attendant

TITLE: Animal Shelter Attendant
DEPARTMENT: Administration
REPORTS TO: Admin Captain

GENERAL SUMMARY
The Animal Shelter Attendant reports to the Admin Captain and is under the ultimate authority of the Sheriff. The Attendant is responsible for performing routine daily tasks to care for impounded animals at the Brunswick County Animal Shelter. This is a part time position.

This position has frequent exposure to risk situations (i.e. hostile, diseased and/or sick animals). Worker must be able to navigate at least 50 pounds and to restrain at least 125 pounds. Work involves moderate physical strain and requires some strength and endurance.

DUTIES AND RESPONSIBILITIES
- Demonstrate an understanding of the agency's mission, values, and vision
- Comply with agency established policies and local, state and federal animal control laws and regulations
- Feed and water the animals
- Properly clean and disinfect the cages and rooms
- Coordinate the adoption of unclaimed animals
- Must be able to perform physically demanding tasks to include bending, standing and climbing
- Must be able to operate all light and heavy equipment in accordance with department standards
- Monitor the conditions of the animals and report accordingly
- Maintain an inventory of supplies
- Assist with reporting, documentation and maintenance of records and files
- Respond to inquiries from the public
- Demonstrate excellent customer service when interacting with citizens in need of service in person and via phone
- Perform related work as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of animal control practices in general and of the department in particular
- Have the ability to handle stressful situations and prioritize information as received
- Ability to effectively and efficiently communicate verbally

MINIMUM QUALIFICATIONS
- Must be at least 18 years old
- High School Diploma
- Responsible work experience
- Valid Virginia driver's license
- Ability to pass background and credit check