

YREKA ANIMAL KENNEL TECHNICIAN

\$12.00-\$17.50 Per Hour

DEFINITION

Under general supervision, to perform a variety of office and general support work for the Yreka animal control unit; to greet animal shelter visitors and answer the telephone, providing information, adopting animals to new owners, seeking to identify owners of lost animals, and referring visitors/callers to others; to work in mandated low-cost rabies clinics; to operate and use computers and office equipment, provide quality daily care for animals, cleaning and disinfecting of kennels and cages, sweeping, mopping, laundry, dishwashing, feeding of animals, administering meds, and monitoring sick, quarantined and injured animals.

DISTINGUISHING CHARACTERISTICS

This is a single part-time position classification for providing general support assistance in the Yreka Animal Kennel. The incumbent has responsibility for performing a variety of office and general support work which requires previous background and experience in office environments and has day-to-day responsibility for the office functions of the Yreka Animal Kennel.

REPORTS TO

Yreka Animal Control Officer and the Supervisor (Lieutenant or Sergeant) in charge of Yreka Animal Control Officer.

ANIMAL SHELTER TECHNICIAN

ESSENTIAL FUNCTIONS

Performs a variety of office and general support assignments; types/word processes and proofreads a variety of documents and material; gathers, assembles, organizes, and tabulates data and information; serves as an office receptionist, greeting office visitors and answering the telephone, providing information and making referrals to other staff; and animal shelter impounds, adopting, impounding, provide quality daily care for animals, cleaning and disinfecting of kennels and cages, sweeping, mopping, laundry, dishwashing, feeding of animals, administering medications, and monitoring sick, quarantined and injured animals. Adopts animals to new owners, releases shelter animals to owners; issues spay coupons; updates and maintains computerized records and generates reports using spreadsheets and other special computer software; maintains and updates records and information retrieval systems; operates laundry equipment as needed; feed and water animals (may be vicious), may work on special reports, projects, publications, and rabies clinics; and assists with maintaining animal control records as required by the state.

CLEANING INSIDE DOG KENNELS

Not only does a thorough and effective cleaning of the Animal Kennel prevent the spread of communicable diseases, but it creates a better environment for animals, staff, and visitors. Animals enter the Kennel from different locations with unknown medical histories and varied past exposure to disease. Cleaning dog kennels correctly ensures a healthy, less stressful stay. All dog kennels should be cleaned and disinfected during the day. The products to use, and the rotation of the disinfectants, shall be determined by the Animal Control Officer.

Remove all Blankets and Toys: Place soiled blankets in a laundry basket and place all toys by the sink to be washed and disinfected. Blankets that are only slightly "used" may be reused by the same dog.

Remove all Food and Water Dishes: Empty the water into the inside kennel, and deposit any leftover food into the trash can (lined with the larger black plastic bags). Wash in the dishwasher located inside the Kennel office.

Remove Solid Waste: Rid the kennel of all solid waste, such as feces, clumps of hair, and dry food on the floor.

Spray the Kennel with Water: Thoroughly spray the entire kennel with plain water using the pressure hose. Hose down the walls, floors, kennel beds, and all sides of the kennel wires, including the doors, hinges and latches.

Spray the Kennel with Disinfectant: Thoroughly spray the entire kennel area with the disinfectant using the approved system the disinfectant must remain on all surfaces for a minimum of 10 minutes. Be sure to disinfect both the top and bottom of the kennel bed.

Wash Dishes and Toys: Wash the dishes and toys using the dishwasher.

Rinse the Kennels: After the disinfectant has set for at least 10 minutes, thoroughly spray the kennels with water using the pressure hose. Remember to check the drain trench for hair, food, etc. and remove the clog if necessary.

Blankets, Pads: Place a clean blanket or pad on the kennel bed.

Fresh Water: Place a clean dish of fresh water in the kennel.

Food Dishes, Treats, Toys: Place the food dish in the kennel. For feeding instructions, please refer to the section on Feeding Dogs in Section III.

Medicate Dogs: At this time, medicate any dogs as needed. Check the Medical Record for specific instructions.

TYPICAL PHYSICAL REQUIREMENTS

Position requires sitting for extended periods, frequent standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, lift and move in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in the preparation of reports and using a computer keyboard. Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 pounds; corrected

hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, communications radio equipment, calculator, copiers, and FAX.

SPECIAL REQUIREMENTS

Criminal History and Background Check: Applicants must pass a criminal history and background check. Applicants will be fingerprinted for purposes of a search of local, state and national fingerprint files to disclose any criminal record. In addition, a classifiable set of fingerprints shall be furnished to the Department of Justice and Federal Bureau of Investigation.

May require a Personnel Evaluation Profile (PEP) test and/or a medical exam by a physician.

TYPICAL WORKING CONDITIONS

Work is performed in a kennel/office environment in the Yreka animal shelter; continuous contact with animals, other staff, and the public. Work with potentially aggressive, injured and vicious animals. Working conditions are subject to animal noises and shelter odors. On average, 20 hours per week with holidays and weekends off. Not more than 1000 hours per year.

BENEFITS

None-Part time position.

DESIRABLE QUALIFICATIONS

Knowledge of:

- X Policies and procedures of the animal control unit.
- X Good public relations techniques.
- X Basic animal care techniques.
- X Cleaning and Janitorial.
- X Maintenance of files and information retrieval systems.
- X Computers and software used in office and administrative support work.
- X Modern office methods and procedures.
- X Correct English usage, spelling, grammar, and punctuation.
- X Basic mathematics.