

South Jordan City

Job Description

Title:	Animal Control Assistant	Effective Date:	10.19.2020
Org:	100610	FLSA:	Non-Exempt
Pay Grade:	6	Workers Comp:	Municipal

GENERAL PURPOSE

Work as directed on special programs and projects for the Animal Services Unit under the direction of the Administrative Services Sergeant. Perform a variety of duties related to the operation of the city animal shelter.

SUPERVISOR

Administrative Services Sergeant

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Assure welfare and care of animals within the shelter, meet established standards during all shelter operations; feed and water animals, use high pressure wash equipment as needed to hose out pens, apply approved cleaning agents as needed to clean kennel, isolation area and cattery, mops floors; disinfect kennel areas in accordance with proper disease control requirements.

Perform as animal control clerk; redeem, impound and adopt animals by collecting and receipting the required fees, including dog license fees; maintain records of the same; assist Animal Control Officers with euthanasia of animals.

Issue animal licenses; participate in dog licensing clinics; determine and collect license fees; process credit card, check and cash transactions; keep records and files of redemption, sales, licenses, etc.

Respond to and direct incoming telephone calls; query callers to identify needed assistance, and provide requested information.

Listen to public complaints, questions, etc.; respond to questions and concerns by referring individuals to appropriate personnel for assistance.

Greet the public; respond to requests for information and provide factual information related to animal control practices and procedures; provide walk-in patrons with requested forms, publications and other informational materials.

Inventory supplies, equipment and materials to ensure sufficient supplies are available and are in usable condition.

Assist with records management for the division to ensure state requirements are met.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year of experience working with animals preferred

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Working knowledge of accepted animal control practices and procedures and related functions; animal handling methods; administrative practices. Federal, state and local regulations governing animal control programs; public relations principles, methods, practices and procedures; interpersonal communication methods. Some knowledge of computerized management information system; the political realities and complexities of local government and the interrelationships of various statutory offices.

Ability to operate a personal computer and Microsoft products.

Skill in record keeping and report writing; skill in the use of specialized animal control equipment.

Ability to deal effectively with stress related to public safety employment and animal control; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; quickly learn the laws, ordinances and regulations governing animal control; perform moderate amounts of physical labor; communicate effectively, verbally and in writing.

4. Working Conditions:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting, pulling and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Elements of the job pose various degrees of hazard uncertainty common to animal control and animal impoundment. Common eye, hand, finger dexterity required to perform essential functions. Ability to listen and work under stress related situations.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	PS Worker
Location:	Animal Control	EEOP Class:	PS Non-Sworn
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	1510