

VACANCY ANNOUNCEMENT

TOWN OF LADY LAKE, FLORIDA

JOB TITLE

Animal Shelter Technician (Part-Time)

JOB DESCRIPTION

The essential function of the position within the organization is to perform technical and clerical duties in support of the daily operations of the Animal Shelter. The position is responsible for maintaining daily shelter operations including, cleaning and disinfection of shelter buildings and grounds and animal housing areas, feeding, and caring for lost/impounded animals, providing customer service by assisting with the intake of animals, redemption of animals, and adoption of animals and performing related tasks as assigned. The position works under direct supervision according to set procedures.

The position may be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.

SALARY

This position pays an hourly rate of \$15.75 - \$25.20. It is a non-exempt position.

CLOSING DATE

This position will remain open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets and assists citizens and other department visitors.
2. Answers the telephone; provides accurate information and/or forwards calls to appropriate staff person; takes messages as necessary.
3. Provides information and assistance to Animal Control Officers as necessary.
4. Receives and processes animals brought to the shelter for impound.
5. Provides basic animal care, including bathing, feeding, and observing animal behavior.
6. Provides public education regarding animal care; explains ordinances related to the care and keeping of animals.

7. Redeems animals to proper owners; evaluates unclaimed animals for adoption.
8. Collects, receipts and records various fees and fines.
9. Maintains assigned equipment; participates in the daily maintenance of facility.
10. Maintain records of daily work activities.
11. Performs other routine clerical duties as required, including but not limited to preparing records and reports, entering, and retrieving computer data, copying, and filing documents.
12. Attend training, meeting, or workshops as necessary to enhance job knowledge and skills.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of State and Town animal control regulations and animals care procedures.
2. Knowledge of trapping, ensnaring, handling, transporting, caring for animals.
3. knowledge to distinguish between various breeds of animals for proper identification.
4. Ability to work alone.
5. Ability to deal with public.
6. Ability to display compassion.
7. Ability to maintain sanitary conditions of kennels.
8. Ability to maintain records and reports.
9. Ability to communicate effectively.

EDUCATION AND EXPERIENCE

1. High School Diploma or General Education Degree (GED) equivalency.
2. Training or experience in handling domestic type animals.
3. Preferred two years of related experience.

LICENSE, CERTIFICATIONS OR REGISTRATIONS

1. Possession of a Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

1. Ability to lift and carry over 45 pounds.
2. Ability to reach, pull, smell, climb, walk, crawl, kneel, bend, stoop, drive, jump, drive, jump and run.
3. Ability to communicate with individuals in person and telephonically.
4. Ability to view stationary display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS

1. Works inside and, at times, outside in various weather conditions with noise and dust.
2. Uneven, slippery surfaces.
3. Animals, dead and infected animals.
4. Heights.
5. Poor lighting.
6. Flea infested areas.
7. Stressful situations.

NOTES

All positions are regular full time unless stated otherwise. Employment applications for vacant positions may be submitted at Town Hall or by [email](#). Each application must include the position title, and each position requires a separate application. All submitted materials are subject to public disclosure by the Florida Public Records Act. The Town is an equal opportunity employer and a drug-free workplace.