

**CITY OF LOVELOCK
JOB DESCRIPTION**

Department: Police

Reports to: Animal Control Officer/Chief of Police

FLSA Status: Non-Exempt

Classification:

Date Council Approved: 11/18/08

Created: November 2008

Last Revised: 3/19

ANIMAL SHELTER ASSISTANT

DEFINITION

Position is a non-sworn officer under the general supervision of the Chief of Police, or designee, via Animal Control Officer or the senior law enforcement officer on duty working with limited supervision and according to established policies and procedures; The Animal Shelter Assistant cares for animals at the animal shelter; maintains the animal shelter; assists with euthanizing and disposing of animals; and, performs other duties as assigned.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job task/duties are not limited to the essential functions).

1. Assists the Animal Control Officer with the euthanizing of impounded animals which are not claimed within the time mandated by state or local law or governmental policy and violent or potentially harmful animals.
2. Maintains records and daily and periodic reports.
3. Assists the Animal Control Officer and local law enforcement agencies regarding impounded vehicles containing animals, and also evictions or law enforcement actions where animals may be involved.
4. Cleans and disinfects the animal shelter kennels, cages, dog runs, and other areas used by animals; feeds and cares for animals at the shelter; maintains shelter premises in a clean and neat condition to prevent the spread of contagious diseases; collects fees; arranges for adoption of animals.
14. Performs first aid for those injured by animals and provides basic first aid to injured animals.
15. Provides minor preventive maintenance and repair of animal control vehicles; provides maintenance of animal shelter facilities; assists in the repair of facilities.
16. Promotes public awareness regarding animal ordinances and appropriate care and handling by conducting public workshops and clinics.
17. Follows all safety rules and procedures and City Policies.

EMPLOYMENT STANDARDS

Knowledge of:

Concepts, principles and practices of the animal shelter; materials, equipment, and tools used in the care and shelter of animals; relevant ordinances, codes, and policies related to animal, treatment, licensing, and disposal; basic methods of subduing animals and protecting onlookers; basic care and handling of various types of animals; safety precautions and hazards arising out of the handling of sick, injured and/or aggressive animals, animal shelter operations and maintenance; and, basic first aid.

Ability to:

Observe events accurately; assess situations and take actions expeditiously to care for animals in a variety of circumstances; communicate and interact courteously and effectively and maintain working relationships with the general public, other law enforcement personnel, City staff and animal care providers; handle and control animals humanely and effectively; assess animal behavior and make effective decisions regarding the handling of animals; identify symptoms and behaviors associated with common domestic animal diseases and routine injuries; operate vehicles and other animal shelter tools and equipment; read maps and follow directions.

Education and Experience:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Completion of high school or equivalent; or at least six months of experience working with extensive public contact.

Special Requirements:

A valid Nevada driver's license for equipment to be operated.

Physical and Mental Requirements

Level B2: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to drive and walk for long distances and run for short distances; stamina and flexibility to bend, squat, twist, reach, walk, and run on irregular surfaces; strength and stamina to regularly control, lift, and carry live and dead animals; ability to carry or move cages, food, and equipment; ability to work in confined spaces; hearing to perceive spoken communications in noisy environments; coordination and dexterity to perform several tasks simultaneously when handling animals; manual dexterity, motor skills, and cognitive ability to write reports and complete forms either by hand or via computer; periodic moving or lifting of objects weighing up to 50 pounds and occasional moving of objects weighing up to 100 pounds. Vision to read printed materials. Hearing and speech to communicate in person or over a radio or telephone. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately.

Working Conditions

Work is performed under the following conditions.

Incumbents are frequently exposed to disagreeable weather and other conditions such as extremes of cold, heat, dampness, wind, dust, fumes and odors, animal urine, excrement and waste products, vicious and/or biting animals. Noise levels in the shelter areas may be high due to confined animals. Position is exposed to dead, injured, and diseased animals and animal waste products. Euthanasia or destruction of animals may be considered extremely disagreeable.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed