



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE:

Filing Period
Open Until Filled

Animal Control Shelter Attendant

Whitmore Shelter, Mammoth Lakes, CA
Bridgeport Animal Shelter, Bridgeport, CA

SALARY

Range 45: \$14.75 per hour

The County of Mono is accepting applications for a permanent, part-time Animal Control Shelter Attendant not to exceed 1,000 hours per year. This is entry level, part-time position working 16 – 20 hours/week. Note: After brief training, candidate will be working Sunday and Monday from 8 a.m. – 5 p.m.

Under supervision, to operate the Mono County Animal Shelter as required and to perform related duties as assigned.

Example of duties for this position include, but are not limited to:

- Provide shelter duties, maintains a healthy atmosphere for all animals
- Uses chemical cleaning agents
- Deals with public, may collect paperwork and fees for dog licenses; other agencies, and law enforcement officers
- Learns to answer questions and explain animal control policies and procedures to the public
- Assists Animal Control Officers in impoundment
- May issue Mono County dog licenses
- Medicate and vaccinate dogs and cats; collects and records fees; impounds and releases animals;
- Maintains records and statistics for County, State, and Federal reports
- Assists Animal Control Officers with shelter activities
- Coordinates a county-wide animal shelter volunteer program; processes volunteer applications; conducts volunteer training; educate and monitors volunteers; schedules and assigns volunteers to work at the Bridgeport and Whitmore Animal Shelters
- Follows policy and procedures for volunteer program; maintains confidentiality

Knowledge of:

- Affiliated agencies and their functions
- Care and feeding of dogs, cats, livestock, and other domestic animals
- Common diseases of animals, their symptoms and care
- Safe and efficient handling of large and small animals, both healthy and ill
- Characteristics of animal behavior
- Basic methods of animal collection and restraint
- General Safety practices
- Basic bookkeeping
- Effective organizational skills

Ability and willingness to:

- Think clearly and act calmly in a variety of situations
- Ability to become familiar with County licensing and vaccination requirements
- Learn the general functions of various County and State agencies and how they relate to each other and Animal Control
- Safely handle animals to avoid injury to persons or animals
- Tolerate animal noises, odor, and behavior
- Recognize normal and abnormal animal behavior
- Exercise patience, care, and compassion in dealing with animals and people
- Communicate effectively with all personnel both orally and in writing
- Prioritize tasks, meet deadlines, follow through on commitments and appointments and locate necessary items & paperwork easily
- Prepare clear, concise, accurate records
- Work cooperatively and effectively with fellow employees and the general public
- Learn to administer vaccinations, medications, basic first aid and provide care for healthy and ill domestic animals
- Prepare and maintain records, maintain training schedules, keep up to date
- Schedule volunteers around the needs of the facilities and animals, work directly with Shelter Attendants to achieve those needs

Minimum Qualifications: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Previous experience in caring and handling large and small animals is highly desirable as well as experience working with people. Possession of a driver's license valid in California. Incumbent must begin receiving the Pre-exposure Rabies Vaccine series within the first 6 months of employment and continue receiving boosters as indicated by periodic titer tests.

Selection Process: The selection process will include the following: application, a written test that includes accounting and math and an oral interview (weighted 100%).

Application Process: For a complete job description and application contact Human Resources at (760) 932-5412 or print from the website listed below. All completed County applications received in our office will be considered. Faxed or email applications will be accepted. The successful candidate will be expected to serve a probationary period.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE – Human Resources
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov
Email: hr@mono.ca.gov EOE