



Madison County Vacancy Announcement

Part-Time Animal Services Technician Animal Shelter

Position Summary:

The Animal Shelter currently has a part-time Animal Services Technician Position available. The Animal Services Technician is responsible for maintaining a clean, safe, and pleasant environment for both the animals and the members of the community. They perform the duties necessary to maintain a well operating animal shelter, in order to help alleviate the problem of homeless animals in Madison County. This position requires the employee to be on the go with animals and/or cleaning for the entire shift.

This position reports to the Animal Shelter Director.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Must be able to work assigned scheduled hours including weekends and holidays.
- Perform computer based intakes and adoptions
- Will work independently in a fast-paced environment
- Cleaning, disinfecting, and washing laundry and dishes.
- Assisting with socialization of animals
- Maintain knowledge of frequently changing animals in the shelter
- Answer phones
- Take accurate messages
- Intake surrendered animals
- Prepare animals for adoption
- Assist the public with surrenders and adoptions
- Monitor animals for signs of illness
- Administer medication as needed
- Complete required paperwork in a timely manner

Education:

High School diploma or equivalent preferred. Experience with computers, answering telephone and message

taking required. Experience working in the animal welfare field preferred.

Knowledge, Skills, and Abilities:

- Ability to present information to the public, co-workers, and management
- Ability to write and complete forms
- Ability to work independently
- Ability to work within time constraints
- Computer skills and literacy

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to sit, stand, bend, squat, and/or crouch for long periods of time.
- Must be able to run and walk in order to exercise animals and capture the occasional escape artist
- Must be able to lift a minimum of 50 pounds on a daily basis
- Regularly required to lift, feel, touch, talk and hear
- Employee is frequently exposed to toxic, irritation, or caustic chemicals, animal waste, and outside weather conditions.
- The noise level is usually moderate in work environment.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

Salary:

\$12.03 per hour. This position is a 20 hour per week position that is eligible for paid sick time, paid vacation time, and paid holidays.

Work Hours:

Wednesday – Friday 8am-1pm, Saturdays 8am-10am, and Sundays 8am-11am. Some flexibility required.