



## EMPLOYMENT OPPORTUNITY

### **PROGRAM ASSISTANT**

Salary: \$10.67 Hourly  
Job Type: Seasonal  
Department: Animal Services  
Benefits: No Benefits

#### **The Position**

Under supervision, will perform a wide variety of duties relative to customer service for the Apple Valley Animal Services (AVAS) activities program and the Municipal Animal Shelter.

#### **Job Functions**

- Develops, coordinates, and carries out clerical assignments, and special projects related to assigned areas of responsibility at the Municipal Animal Shelter facility.
- Maintains records and files; updates emergency and other pertinent information on a regular and as needed basis.
- Answers incoming calls and routes individuals to appropriate staff via switchboard or dispatching using a two-way radio; assists public at front counter and directs public to appropriate locations and/or staff.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Makes copies; collate materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Assist in performing duties including care of impounded animals, cleaning and maintaining animal care facilities, and operating light vehicles and cleaning machinery;
- Accepting animals turned in by the public and completing the necessary paperwork; housing such animals in the appropriate run or cage; assisting other staff members as needed;
- Assist customers with lost/found, adoptions;
- Other duties as assigned and as outlined on the job description.

#### **Qualifications**

Equivalent to completion of 12<sup>th</sup> grade with the ability to organize and supervise assigned program activities for varying age groups. Requires prior experience working with animals. Must possess the ability to communicate effectively with children, parents, and Town of Apple Valley staff. Must be currently certified or obtain certification within first three (3) months of employment in CPR/AED and First Aid for adult and child.

#### **Selection Process**

A completed Town employment application is required by the close of recruitment on November 8, 2017, at 5:30 p.m. or once 20 qualified applications are received, whichever comes first. The successful candidate must pass a physical exam and Department of Justice background check. Apply online at [www.applevalley.org](http://www.applevalley.org) or receive an application package at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

*The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.*