



March 2014  
FLSA: NON-EXEMPT

## **ANIMAL SERVICES ASSISTANT**

### **DUTIES**

The Animal Services Assistant shall be responsible for performing a full array of duties including duties involved in the care of impounded animals, cleaning and maintaining animal care facilities, and operating light vehicles.

Duties include, but are not limited to caring for impounded animals by providing food, water, comfort and basic grooming; cleaning of individual animal runs and cages; closely observing animal behavior and appearance to identify sick or injured animals; demonstrating an ability to handle animals in a humane and compassionate manner; assisting with euthanizations including disposal and handling of animal carcasses in a humane and prescribed method; cleaning and maintaining animal care facilities; periodically disinfecting various animal housing areas; cleaning animal bowls and other equipment as needed; isolating sick, quarantined, or injured animals, closely monitoring their condition; notifying the supervisor or other staff members if an animal needs immediate veterinary care; demonstrating a full understanding of all applicable policies, procedures and work methods associated with assigned duties; accepting animals turned in by the public and completing the necessary paperwork; housing such animals in the appropriate run or cage; assisting the public with adoption of animals or answering questions; assisting other staff members as needed; performing additional duties as assigned.

### **SUPERVISION**

The Animal Services Assistant shall receive direct supervision from the Certified Veterinary Technician and general supervision from the Animal Services Attendant and, after orientation, shall exhibit sufficient initiative to accomplish assigned tasks with minimum direction. The Animal Services Assistant shall be required to advise the assigned supervisor of any unusual or questionable conditions encountered in the area of responsibility.

### **QUALIFICATIONS**

The Animal Services Assistant shall possess a high school diploma or equivalent; shall possess a minimum of one (1) year general work experience as well as a demonstrated aptitude for working with animals; and shall have general knowledge in all aspects of animal care, handling and sheltering. The Animal Services Assistant shall possess a valid California Driver's License, a good driving record and valid automobile insurance.

**Position Description – continued**  
**Animal Services Assistant**

**WORKING CONDITIONS**

The Animal Services Assistant shall be exposed to moderate exposure to dust, temperature, noise and inclement weather, with occasional exposure to hazardous work conditions, including contact with potentially wild, dangerous and diseased animals. Physical demands may vary from light to heavy; applicant must have sufficient mobility for frequent sitting, standing, walking, bending and stooping for prolonged periods of time; and may require pushing, pulling and lifting weight in excess of seventy-five (75) pounds.

Although occupational hazards are seldom encountered, the Animal Services Assistant shall observe all safety procedures prescribed by the Town of Apple Valley.

**JOB RELATIONSHIPS**

The Animal Services Assistant shall have continuing contact with municipal officials and employees of the Town of Apple Valley, members of the commercial, industrial and business communities and with the citizens of the Town of Apple Valley.

The Animal Services Assistant shall cooperate with these individuals in accomplishing assigned tasks.

**WORKERS SUPERVISED**

None.