



EMPLOYMENT OPPORTUNITY

Animal Services Tech

Salary: \$ 18.83 to \$26.61 Hourly
Job Type: Full-Time
Department: Animal Services
Benefits: Benefits Eligible

The Position

Under general supervision, provides a wide variety of technical office administrative and secretarial support duties involved in the enforcement and communication of animal control and shelter services codes, ordinances, and regulations; performs related work as required.

Job Functions

- Handles front counter traffic, including processing licenses, adoptions, issuing microchip registration forms, answering general questions, handling complaints, impounding animals and providing information to public.
- Performs a wide variety of general clerical duties to support departmental operations; including filing, preparing notices and citations, monthly reports, billing statements, and ordering and maintaining office and other related supplies.
- Collects and processes payments for licenses, fines, microchips, pet products, owner-turn-in animals and other fees; balances cash drawer, prints reports, and matches daily receipts.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; directs callers to appropriate Town staff.
- Maintains animal shelter facilities, including cleaning and disinfecting kennels; provides food and water to animals.
- Dispatches calls using a two-way radio to Animal Control Officers, Sheriff's department, or Code Enforcement Officers.
- Issues dog licenses and renewals by verifying rabies vaccination, sterility paperwork, collecting payments and issuing receipts.
- Creates impound records for animals brought to the shelter; enters information into database; collects applicable fees; prints applicable forms and obtains appropriate signatures; issues kennel cards.
- Processes adoptions, including explaining adoption fees and procedures, collecting applications and obtaining approval, checking applicant's background, printing adoption contract, health record and necessary paperwork, and scheduling surgery appointment.
- Processes other animal shelter requests, such as return of animals to owners and animal trap issuance.
- Prepares and compiles administrative hearing packets, including researching property and animal owners for prior complaints, scheduling conference room, notifying Hearing Officer, preparing all documents and information for submission, and mailing notices to all participants; attends hearing and swears in witnesses; prepares and archives all documents and tape-recordings.
- Conducts breed rescues in coordination with available animal shelters.

Qualifications

Equivalent to the completion of the twelfth (12th) grade and two (2) years of varied clerical support experience preferably involving some public contact. Requires a typing speed of 40 wpm (must provide valid certificate from the last 12 months at time of interview).

License: Valid California class C driver's license with satisfactory driving record and automobile insurance.

S e l e c t i o n P r o c e s s

A completed Town employment application is required by the close of recruitment, **on Friday March 13, 2020 at 5:30 pm.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. 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.