



## EMPLOYMENT OPPORTUNITY

### **Animal Services Assistant** **\* Multiple positions available \***

**Salary:** \$ 14.01 - \$19.79 Hourly

**Job Type:** Full-Time & Part-time

**Department:** Animal Services

**Benefits:** Benefits Eligible - For full-time only

#### **The Position**

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.

#### **Job Functions**

- 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.

#### **Qualifications**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Minimum of high school diploma or equivalent and 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.

#### **Selection Process**

A completed Town employment application is required by the close of recruitment, on **Friday, May 7<sup>th</sup>, 2021, at 4:30pm or once 20 qualified applications are received, whichever occurs first.** Application packages are available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 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.