



EMPLOYMENT OPPORTUNITY

Animal Services Assistant

Multiple positions available

Salary: \$15.50 - \$21.84 Hourly

Job Type: Full-Time and 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 euthanasia 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, quarantining, 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 the 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.

License:

- Valid California class C driver's license with a satisfactory driving record.

Certificate:

- Must obtain euthanasia certification within six (6) months following employment.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Tuesday, May 9th, 2023, at 5:30 pm, 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. 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 based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.