

## KENNEL ATTENDANT - PART TIME

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Company: Clermont County

Location: Batavia

Category: other-general

Are you an animal lover? Do you want to work alongside a team that shares your passion? Would you like to work at a place that offers job stability and a flexible schedule? If so, Clermont County is seeking Kennel Attendants for the Clermont County Animal Shelter. The Clermont County Kennel provides care for stray, neglected and abused dogs by providing shelter, food and exercise, coordinating access to medical care and, ultimately, providing an opportunity to find a loving, permanent home.

Position TypePart - Time

Salary: Salary may be negotiable depending on experience and qualifications (Minimum Salary \$28,684.03)

Deadline to Apply: Open until filled

### DUTIES INCLUDE:

- Ensures that the dog kennel facility is clean and dogs under the control of the Warden are properly fed, exercised and maintained.
- Assists the Chief Dog Warden and Deputy Dog Warden(s) in working with organizations and the general public to foster and to find dogs loving and permanent homes through adoption.
- Helps to maintain records of licenses sold, warnings issued, citations issued, charges filed, and licenses purchased in the prior year but not reviewed.

- Receives messages, provides general information and transmits messages to appropriate personnel.
- Performs clerical functions and operates office equipment as needed.
- Works alone or with other persons in short or long-term special assignments/projects
- Participates in cross-training and maintains proficiency in areas of cross-training as necessary.
- New and other related duties as assigned.
- Reports safety/risk management issues to immediate Supervisor.

#### MINIMUM QUALIFICATIONS:

High school education or GED Equivalent. Experience in working with dogs and/or working in an animal shelter environment highly preferred. Ability to assist in the safe and efficient operations of dog kennels. Ability to communicate effectively with management, peers and the public. Ability to prioritize work efforts. Ability to work with dogs, recognize different breeds of dogs, recognize unusual or threatening conditions and take appropriate action is preferred. Ability to keep the kennel clean and the dogs' enclosures sanitary. Ability to feed and exercise the dogs on a regular basis. Ability to walk, run, jump, crawl, climb, and stoop on uneven surfaces is required. Ability to safely lift animals and equipment up to and possibly exceed 100 pounds is required.

-or education, training, and/or experience in an amount equal to the Minimum Qualifications stated above.

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