



ANIMAL CARETAKER

Salary: \$30,347.20 - \$33,381.92

Job Type: Full-Time

Location: Stafford County, VA

Job Description

Performs intermediate semiskilled in the care of animals at the animal shelter; does related work as required. Work is performed under the supervision of the Animal Shelter Manager and Assistant Manager.

Examples of Duties

Receiving, processing animals; feeding and caring for animals; cleaning and maintaining the kennel; preparing and maintaining records and files.

Maintains animal shelter;

Feeds and waters animals at the animal shelter;

Cleans kennels and office area;

Administers euthanasia of animals;

Maintains all certifications pertaining to the administering of controlled substances;

Tags animals on arrival at shelter;

Segregates animals to specific shelter locations;

Performs work in the general maintenance of the entire facility;

Makes minor repairs to equipment;

Administers drugs to animals effectively and in accordance with state and federal laws;

Observes animals for illness;

Washes and removes external parasites for animals;

Maintains necessary forms and records on animals;

Communicates with the general public concerning adoption, release and redemption of animals;

Receives calls and complaints from the general public and refers them to the appropriate staff member;

Inputs and retrieves information on the computer such as records on dog licenses, citizen complaints, and shelter information;

Performs related tasks as required.

Typical Qualifications

General knowledge of the care and feeding of small and large domesticated animals and necessary safety precautions; successful completion of the euthanasia certification and proven proficiency to the supervising veterinarian; maintaining all certifications pertaining to the administering of controlled substances; ability to read, interpret, and follow all protocols relating to storing, administering, and recording the use of all medications and

controlled substances; knowledge of animal breeds; knowledge of common animal diseases; ability to handle animals safely; ability to carry out oral and written directions; ability to deal effectively with the public; computer experience preferred.

Any combination of education and experience equivalent to graduation from high school and some experience in the operation of an animal shelter.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia

Supplemental Information

Candidate selected will be required to successfully complete a criminal history, full background investigation, medical exam including substance and alcohol testing conducted by the Stafford County Sheriff's Office, at the County's expense.

Conditions of Work

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; and some work requiring the lifting or dragging, for short distances, of 100 pounds of force occasionally; up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires stooping, kneeling, crawling, reaching, standing, walking, pulling, lifting and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions; i.e., extreme cold, extreme heat, noise, hazards and atmospheric conditions.

