

**GARRETT COUNTY GOVERNMENT**  
**JOB DESCRIPTION**

JOB TITLE: Part Time Animal Shelter Assistant  
DEPARTMENT: Animal Shelter  
REPORTS TO: Animal Shelter Manager  
FLSA STATUS: Non- Exempt

**SUMMARY:** Serves the general public in a professional manor. Performs general routine veterinary assistant skills, clerical skills, janitorial skills, and animal control assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Care for animals housed at the Animal Shelter location
2. Feed, water, groom, and clean animals kept at the shelter
3. Filing and maintaining daily and monthly records/ reports
4. Answer phone and other receptionist duties
5. Operate office equipment such as computer, copier, fax, calculator, etc
6. Greet and assist public upon arrival
7. Receive incoming calls, and complaints. Complete complaint forms.
8. Record all information on animals kept at the shelter
9. Building maintenance – cleaning, sweeping, mopping, dusting, etc
10. When needed assist in euthanizing animals.
11. Other duties may be assigned.

**QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High school diploma or general education degree (GED)
- One to three months of related experience and/or training
- Or equivalent combination of education and experience

### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Speak effectively before groups of customers or employees of organizations.

### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measuring, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITY:

Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a Valid Driver's License  
Must be able to pass a background check  
Must be able to pass random drug tests

### PHYSICAL DEMANDS:

This can be a physically demanding job, requiring moderate to heavy lifting of animals and supplies with frequent bending, stooping, reaching climbing, walking, crawling, pushing, pulling, handling and heavy lifting up to 80 pounds.

### WORKING ENVIRONMENT:

Working environment varies from in the animal shelter facility. Includes close contact with animals who may be aggressive and the general public. May be requested to assist Animal Control on case by case scenario.