



CLASS SPECIFICATION

Class Code: 60016825
Date Established: 03/2010
Last Reviewed: 04/2022
Last Revised: 04/2022
Last Title Change:
FLSA: non-exempt
Probation: 6 Months

ANIMAL SERVICES ASSISTANT

DEFINITION

Under general supervision, provides a variety of animal care and administrative support services at the Regional Animal Services facility and at offsite, outreach and emergency events; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience caring for and handling animals in a professional work environment with public contact experience that included assessing and evaluating information for appropriate course of action; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

Possession of a valid driver's license is required at the time of appointment.

Possession of, or ability to obtain, a valid certification as a euthanasia technician within one year of appointment.

Possession of, or ability to obtain, a valid pharmacy certificate within one year of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

May perform any of the Examples of Duties found on the Animal Services Caretaker job class specification.

Assess animal health to detect indications of possible illness or disease and take appropriate action as needed; record vitals and make appropriate recommendations for treatment.

Conduct animal behavior assessments, to evaluate, and make recommendations for animal outcomes.

Administer vaccinations and microchips to owned and stray shelter animals as necessary.

Perform receptionist duties and answer telephones, route and take and relay messages; explain departmental services, programs, functions, policies, and procedures.

Perform data entry; maintain accurate and detailed records.

Perform neighborhood canvassing to provide educational and outreach materials to promote community discussion and awareness.

Maintain accurate and detailed records of animal care taking work performed.

Participate in outreach events, including vaccination clinics, pet food distributions, group presentations, meetings, and educational workshops, fairs, and other events.

Provide routine transportation of animals as part of outreach programs and or emergency needs between the shelter and veterinary appointments.

Deliver paperwork to courts, jail, State Laboratory, and other designated locations as needed.

Perform humane euthanasia and rabies specimen preparation.

Participate in emergency response by delivering disaster to emergency evacuation sites.

Set up and maintain evacuation centers for both large and small animals.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Euthanasia practices and procedures and the safe and proper handling of sodium pentobarbital, needles, and syringes.

Standard office procedures, practices, and methods.

Washoe County and departmental policies and procedures.

County and State ordinances, laws and regulations governing impounding, care, quarantine, treatment, and euthanasia of animals.

Proficient computer software use, specific to the department/division.

Practices and safe use of equipment used in the handling and restraint of animals.

Practices and safe use of kennel equipment and tools.

Occupational hazards and basic methods of animal capture handling and restraint.

Zoological diseases.

Ability to:

Correctly use and apply a variety of animal handling skills for common household pets.

Exercise good judgment and de-escalation techniques in handling potentially hostile or emotionally sensitive situations involving animals.

Respond to requests and inquiries from the general public.

Maintain accurate and detailed records.

Humanely euthanize animals in a safe manner.

Perform a variety of custodial functions to ensure a clean and sanitary animal shelter.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Basic computer software and typing skills.

Basic methods of animal capture and restraint.

Principles and practices of animal handling, care, and treatment.

A variety of animal species, breeds, and related behavioral and health characteristics.

Basic mathematical concepts and skills.

Proper methods and procedures for handling of chemicals and disinfecting agents used in the proper sanitizing and cleaning of animal enclosures including kennels, cages, livestock stalls, aviaries, and aquariums.

Office filing, record management systems and records retention.

Basic custodial and janitorial procedures.

Principles of basic customer service.

Ability to:

Drive a medium duty truck safely, and tow disaster trailers.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Write clear and concise notes and correspondence.

Use independent judgement, initiative and problem-solving skills in the application and follow through of decisions.

Perform mathematical computations quickly and accurately.

Deal tactfully and politely with the public when providing information.

Establish and maintain effective and cooperative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

All Washoe County Animal Service employees are considered disaster services employees when ordered to assist during a disaster.

Incumbents may work irregular hours, weekends, holidays, or evenings.

This position requires lifting up to 75 lbs. unassisted; this includes animals that are excited and agitated.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, run, stoop, crouch and kneel. Sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment. Sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time. Ability to use office equipment including computers, telephones, calculators, copiers and FAX. Work is performed in office, outdoor and driving environments. Ability to work in varying temperatures; ability to work under conditions involving exposure to dust, gases, and chemicals. Exposure to animals with rabies and other diseases.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.