



CLASS SPECIFICATION

Class Code: 60015054
Date Established: 01/2003
Last Reviewed: 12/2022
Last Revised: 12/2022
Last Title Change:
FLSA: Non-exempt
Probation: 6 months

ANIMAL SERVICES CARETAKER

DEFINITION

Under general supervision, cares for, rescues, and euthanizes animals housed at Regional Animal Services; assists with community outreach events; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of full-time experience in the care and handling of animals in a professional work environment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

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 is required within one year of appointment.

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

SUPERVISION EXERCISED

N/A

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

Care for, disinfect, and feed animals housed at Regional Animal Services; clean and disinfect a variety of animal enclosures including dog kennels, cat cages, aviaries, aquariums, and livestock barn.

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 and make recommendations for animal outcomes.

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

Clean and maintain Animal Services facilities and grounds; sweep, mop, wax and buff floors; empty trash cans, wash windows, clean heating vents and change filters; sweep sidewalk and shovel snow.

Locate impounded animals for owners; assist in disposing of unclaimed animals as required by County ordinance.

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

Assist in a support capacity with community outreach events.

Euthanize animals in a prescribed manner, according to appropriate laws and established policy and assist in the preparation of rabies specimens.

Answer telephone, route calls, and take and relay messages.

Process redemptions and licensing of animals.

Perform data entry.

Count money, make change, produce receipts, and reconcile cash drawer.

Deliver disaster trailers to the designated emergency evacuation sites.

Set up and maintain emergency 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.

Washoe County policies and procedures.

Departmental/division policies and procedures.

County and State ordinances, laws, and regulations.

Computer software specific to the department/division.

Operational characteristics of kennel equipment and tools.

Occupational hazards and standard kennel safety practices.

Ability to:

Administer euthanasia in a safe and humane manner.

Correctly use and apply a variety of animal handling skills.

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

Respond to requests and inquiries from the general public.

Maintain clear and concise records.

Operate a computer, including minimal typing skill.

Exercise good judgment in handling potentially hostile individuals, animals and situations.

Tow disaster trailers to evacuation sites.

Set up and maintain emergency evacuation sites for both large and small animals.

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

Knowledge of:

Proper methods and procedures for handling of chemicals and disinfecting agents used in the proper sanitizing

and cleaning of animal enclosures including dog kennels, cat cages, aviaries, aquariums, and livestock barn.

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

Principles and practices of animal handling, care, and treatment for small and exotic animals and livestock.

Basic methods of animal capture and restraint for small and exotic animals and livestock.

Mathematical principles.

Basic custodial and janitorial procedures.

Ability to:

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Maintain effective working relationships with others.

Perform mathematical computations quickly and accurately.

Deal tactfully and politely with the public when providing information.

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.

All required licensures and certifications must be obtained within required timeframe and maintained for continued employment.

Ability to sit for extended periods. Ability to frequently stand, climb, walk, 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.