CLASSIFICATION

ANIMAL SERVICES ASSISTANT

DEFINITION

Under general supervision, cares for, feeds, waters, cleans and euthanizes animals housed at Regional Animal Services; assists Animal Control Officers in the field as needed; maintains buildings in a safe and sanitary condition; answers questions regarding County animal control ordinances, regulations and state laws; assists with community outreach programs; and performs a variety of tasks relative to assigned area of responsibility.

EXPERIENCE AND TRAINING REQUIREMENTS

Twelve months of full-time public contact experience including caring for and handling of animals in a professional work environment; OR an equivalent combination of training and experience.

Successful completion of training in use of baton is required prior to completion of probationary period.

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.)

Provide assistance to Animal Control Officers in the field; may respond to calls and investigate complaints of animal nuisance and issue warning notices when appropriate.

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

Observe animal behavior to detect indications of possible illness or disease and take appropriate action as needed; administer vaccinations as necessary.

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

Process redemptions and licensing of animals.

Data entry and filing of reports.

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

Care for, disinfect and feed animals housed at Regional Animal Services; clean and disinfect a variety of animal enclosures including kennels, aviaries and aquariums.
Clean and maintain shelter facilities and grounds; sweep, mop, wax and buff floors; empty trash cans and ashtrays, wash windows, clean heating vents and change filters; sweep sidewalk and shovel snow.

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.

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

**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.

County and State ordinances, laws and regulations.

Departmental policies and procedures.

Computer software specific to the department/division.

Operational characteristics of kennel equipment and tools.

Occupational hazards and standard kennel safety practices.

**Ability to:**
Correctly use and apply a variety of animal handling skills.

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

Respond to requests and inquires from the general public.

Operate a computer, including minimal typing skill.

Maintain clear and concise records.

Administer euthanasia in a safe and humane manner.

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

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

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

Mathematical principles.

Basic custodial and janitorial procedures.

Principles of basic customer service.

**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.

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.*