

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ANIMAL FACILITY ATTENDANT
DEPARTMENT: ANIMAL CONTROL
REPORTS TO: VARIES
CIVIL SERVICE: YES

CLASS CODE: 2050
FLSA STATUS: N
BARGAINING UNIT: SEIU
DATE: 10/99 rev. 12/11

JOB SUMMARY:

Under general supervision, primary responsibilities include the performance of kennel duties related to the physical well being of animals contained in the animal facility.

DISTINGUISHING FEATURES:

This class is distinguished from the Animal Control Assistant by the performance of clerical and dispatching duties performed by the Animal Control Assistant.

SUPERVISION EXERCISED:

Exercises no supervision.

ESSENTIAL JOB FUNCTIONS: *(Not all incumbents perform all the examples listed, nor do the examples cover all the duties that may be performed.)*

- Clean and disinfect kennels, euthanasia area, and animal crematorium.
- Feed and water animals daily.
- Observe animals for signs of disease.
- Administer approved vaccines.
- Assist with administering approved euthanasia drugs for the euthanasia of animals.
- Conduct inventory of supplies, assist in the preparation of supply orders and stock supplies.
- Maintain records, reports and files.
- Clean and maintain animal facility office and grounds.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Water Hose	Sprayer	Catch Pole	Cat Grasper	Live Animal Traps
Small Tools	Vehicle(s)			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; or a combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Record keeping, report preparation, filing methods and records management techniques.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Dog and cat breeds and animal behavior.

Skill in:

- Safe animal handling.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of

direction.

- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Ability to:

- Establish and maintain effective working relationships with a variety of individuals.
- Learn animal behavior and disease symptoms such as rabies and related common diseases.
- Understand and carry out oral and written instructions.
- Deal with problems involving a few variables in standardized situations.
- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, bend, crouch, or crawl, and speak and hear.
- While performing the essential functions of this job the employee is frequently required to lift and/or move up to 100 pounds.
- While performing the essential functions of this job the employee is occasionally required to use color, sound, odor and shape perception and discrimination.

Working Conditions:

- While performing the essential functions of this position, the employee is regularly exposed to fumes or airborne particles, and toxic or caustic chemicals.
- The incumbent's working conditions are typically loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.