



COUNTY OF NYE

CLASS TITLE: KENNEL ASSISTANT

BASIC FUNCTION:

Under direction of the Animal Shelter Manager, performs custodial duties involved with the care and feeding of all animals being housed in the animal shelter.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Cleans all dog runs, kennels, crates, yards, cat cages, cat boxes, dishes, and maintains total upkeep of the facility.
2. Cares and feeds all shelter animals to include administration of medications and visual observation to detect illness, disease, allergies, or parasites.
3. Safely handles, restrains, examines, and exercises animals as required.
4. Responsible for overseeing any volunteers and inmate workers.
5. Performs office support work, including without limitation, answering telephone calls, greeting visitors, and data entry.
6. Works nights, weekends, or holidays as required.
7. Stocks and maintains inventory of all stored supplies/materials.
8. Reorders supplies as needed and calls in work orders for any repairs to facility, as needed.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam AND one (1) year of experience in cleaning and maintaining kennels and providing care for animals within an animal shelter, veterinary office, animal hospital, or pet store.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Policies and procedures of the department to which assigned.
- Behavior and handling of common domestic animals.
- Methods and equipment used in the care and control of animals.
- Health and hygiene of animals.
- Occupational hazards and standard safety practices necessary, in the area of animal care, handling, and control.
- Cleaning products and basic sanitation procedures.

- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Handling, controlling, and caring for animals humanely and effectively.
- Addressing animal behavior and making safe and effective decisions regarding handling the animal.
- Identifying symptoms and behaviors associated with common domestic animal diseases, injuries, or ailments.
- Working under stressful, traumatic, and/or emergency conditions.
- Reading and explaining rules, policies, and procedures.
- Using independent judgement within established guidelines.
- Using standard office equipment, computers, and software applications.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May oversee Volunteers and Inmate Workers.

CONTACTS:

Supervisor, co-workers, and general-public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical kennel setting, use standard office equipment; strength and stamina to lift and maneuver animals up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over the phone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Adverse climate, loud noises and unpleasant sights and odors; exposure to animal bites and other related injuries; incumbent must be willing to handle injured, ill or dead animals in potentially hazardous situations.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are

offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.