



**JOB POSTING
PART TIME
KENNEL TECHNICIAN
ANIMAL CONTROL DEPARTMENT**

**Applications will be accepted until the position is filled
Weekends and Holidays Required**

JOB SUMMARY:

Under the direct supervision of the Animal Control Manager, the part-time Kennel Technician shall be responsible for providing proper care and safety of animals at the Taney County Animal Control. The part time kennel technician is required to work weekends and holidays. Open communication with supervisor and regular attendance are key requirements for this position.

RESPONSIBILITIES AND DUTIES

- Feeds and waters animals following a routine schedule assuring for proper care and safety
- Washes and sanitizes food/water dishes
- Maintains clean work environment by cleaning kennels/bathing animals assuring for proper care/ safety
- Administers medications as scheduled assuring for proper care/safety
- Receives phone calls and walk-ins
- Works with the public to locate animals that are missing or that are available for adoption
- Maintains an understanding of the costs/services associated with the kennel
- Receives payments and generates a receipt for payments
- Transports animals and responds to calls in the field, as needed

QUALIFICATIONS AND SKILLS

High School Diploma or GED preferred

Must be at least 18 years of age

Valid driver's license required

Working knowledge of computer hardware, software and accessories

Knowledgeable of rules, regulations and State Statutes regarding housing and care of animals

Ability to keep accurate records and create detailed reports

SALARY: \$ 10.50 per hour

STATUS: Part-time, 20-25 hours per week

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

Posted: _____ Initials: _____