



JOB POSTING

PART TIME - KENNEL TECHNICIAN

ANIMAL CONTROL DEPARTMENT

Application Deadline: Open until position is filled
Availability: Weekends and Holidays Required

JOB SUMMARY

The Part-Time Kennel Technician, under the direct supervision of the Animal Control Manager, is responsible for ensuring the well-being and safety of animals at Taney County Animal Control. This role requires weekend and holiday availability. Successful candidates will prioritize open communication with their supervisor and demonstrate regular attendance as essential aspects of the position.

RESPONSIBILITIES AND DUTIES

- Provide diligent care and ensure the safety of animals
- Follow a routine schedule to feed and water animals
- Administer medications as per the prescribed schedule
- Maintain a clean work environment to ensure proper care and safety
- Clean kennels and bathe animals as necessary
- Wash and sanitize food and water dishes
- Handle phone calls and walk-ins professionally and courteously
- Collaborate with the public to locate missing animals and facilitate adoptions
- Maintain a comprehensive understanding of kennel services and associated costs
- Receive payments and generate receipts
- Transport animals and respond to field calls as required

QUALIFICATIONS AND SKILLS

- Minimum age requirement of 18 years
- Valid driver's license
- High School Diploma or GED preferred
- Proficient in computer hardware, software, and accessories
- Familiarity with rules, regulations, and State Statutes concerning animal housing and care
- Ability to maintain accurate records and create detailed reports

SALARY: \$ 15.00 / hour

STATUS: Part-time, 19 hours / week

To apply, please visit our website at www.taneycounty.org or obtain an application from the Human Resources Department.
For further information, please contact Human Resources at (417) 546-7237.
Taney County is a substance-free, Equal Employment Opportunity Employer (EEOE).

Posted: 6/26/2023 **Initials:** DM