



JOB POSTING

KENNEL TECHNICIAN

ANIMAL CONTROL

Application Deadline: Open until filled
Availability: May be required to work weekends and holidays

Job Summary:

Under the direct supervision of the Animal Control manager, the Kennel Technician is responsible for ensuring the proper care & safety of animals. This position may require weekend and holiday work. Effective communication with the manager, the public, & consistent attendance are essential for this role.

Responsibilities and Duties:

- Maintain routine schedule for proper care & safety:
 - Feed & waters animals
 - Sanitize food & water dishes
 - Ensure a sanitary work environment
 - Bathe animals
 - Clean kennels
 - Administer medications as needed
- Handle phone calls & walk-ins
 - Assist the public in locating missing animals
 - Facilitate adoption of available animals
 - Provide accurate costs & services information
 - Process payments
 - Issue receipts
 - Respond to field calls as required
 - Transport animals

Qualifications and Skills:

- High School Diploma or GED preferred
- Must be at least 18 years of age
- Valid driver's license is required
- Proficient in computer hardware, software, & accessories
- Familiarity with State & Local Animal Welfare Laws
- Strong record-keeping skills
- Ability to create detailed reports

Salary: \$16.00 / hour

Status: Full-time (40 hours per week)
(On call every 3rd week)

Taney County is an Equal Employment Opportunity Employer (EEOE) & substance-free workplace. Applications can be obtained from the HR Department & downloaded from www.taneycounty.org. For further information, please contact Human Resources at (417) 546-7237.

Posted: July 14, 2023

Initials: DM