



# **JOB POSTING**

## **KENNEL TECHNICIAN**

### ***ANIMAL CONTROL***

**Application Deadline:** Open until filled

**Availability:** May be required to work weekends, holidays & be on call

#### **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 is 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
  - On Call once a month or as needed by supervisor
  - Lift up to 50lbs.

#### **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
- Multi task in a high volume, high stress environment

**Salary:** \$16.00 / hour + [Benefits](#)

**Status:** Full-time (40 hours per week)

Taney County is an Equal Employment Opportunity Employer (EEOE) & substance-free workplace. Applications are available in Human Resources or downloaded from [www.taneycounty.org](http://www.taneycounty.org). For further information, please contact [Human Resources](#) at (417) 546-7237.

**Posted:** October 24, 2023

**Initials:** DM