

Job Description: KENNEL ATTENDANT

CLASS NO. 1029

EEOC CATEGORY: Service Workers

PAY GROUP: 110

FLSA: Non-exempt

SUMMARY OF POSITION:

To perform duties involving the protection and control of animals, enforcement of animal-related codes, and protection of public safety. This is accomplished by handling, transporting, securing, and disposing of animals in accordance with state and local laws. Other duties, investigating animal bites and other animal-related incidents.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Sergeant
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county employees, vendors, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Ensures that euthanasia is performed in a humane and safe manner in accordance with Texas Administrative Code. Rule 169.84

Coordinates with the Sheriff or his designated personnel to plan for the long and short-term needs of the Animal Control Center ("Center").

Enforces Polk County Animal Ordinances, receive animal complaints, and report them to Animal Control Officers while determining ownership of animals as needed.

Provides humane treatment to animals at the Center, including feeding, watering, exercising, and interacting with them; ensuring the proper disposal of deceased animals through incineration; and coordinating with pet adoption programs to transfer animals that are being held at the Center.

Maintains the cleanliness and hygiene of the Center's building and grounds, including disinfecting and securing animal runs and cages, storing supplies, and keeping accurate records; and, ensuring that Center area is kept free of distemper and related diseases.

Develops and maintains skills through continuing education.

Responsible for kennel equipment maintenance and supply inventory, preparing and submitting purchase requests as necessary.

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

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CLASS NO. 1029 (Continued)

Compiles daily and weekly kennel reports, including kennel count, kennel inventory, and euthanasia reports.

Observe animals in quarantine daily, maintain Rabies Logbook and Lab Reports, and promptly inform the appropriate veterinary service provider of any problems with quarantined animals.

Facility Duties:

Maintain kennel sanitation and cleanliness standards in accordance with recommendations from the Texas Department of State Health Services.

Communicates to his/her supervisor the status of Center maintenance schedules.

Animal Care Duties:

Responsible for the daily feeding, watering, and care of all animals in the Center.

Isolate sick and/or injured animals from healthy ones.

Coordinates with local agencies for transfer of adoptable animals.

Alert the appropriate veterinary service provider when animals show symptoms of a disease.

Ensures that all staff, inmate work crew, and volunteers receive training and certification as required by state laws.

Public Relations Duties:

Train and equip staff and volunteers to provide information and assistance to citizens looking for lost pets.

Maintain a professional attitude and image.

Handle complaints concerning kennel operations.

Maintain updated Animal Control Ordinance information on the website and social media, including photos and information for each animal in the Center.

Other:

Perform other duties as assigned; including special tasks involved in responding to an emergency event.

CLASS NO. 1029 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill to: operate standard office equipment (including copier, computer, and calculator);.

Ability to: establish and maintain effective working relationships with other county employees, vendors, and the general public; perform mathematical computations with and without mechanical assistance; understand and follow instructions and communicate effectively, both orally and in writing; maintain updated information on online platforms, such as website and social media.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent.

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Corrections Officer from the Texas Commission on Law Enforcement Standards and Education at the time of hire or within the first 12 months of employment.

Certification as an Animal Control Officer (ACO) at the time of hire or within the first 6 months of employment.

Possess or Obtain Euthanasia Training/Certificate within the first 6 months of employment.