

KENNEL ATTENDANT

DEFINITION

To perform animal services activities in a save adoptable animals kennel environment; to impound and provide humane care for impounded animals; to feed animals and maintain sanitary conditions of animals in the agency; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the entry-level class in the Animal Welfare Officer series. Positions at this level are distinguished from other classes within the series by a lower level of responsibility assumed and a lower level of knowledge and experience expected.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the animal services manager or supervisor, and technical and functional supervision from a Senior Animal Welfare Officer.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Handles and feeds all types of animals in a kennel setting.

Cleans and disinfects cages, runs, walkways, carriers, trash cans, food containers, blankets, towels, and other objects as assigned.

Assists public in locating lost pets and adopting homeless animals, and provides adoption information in terms of general pet care and responsible pet ownership.

May occasionally receive monies from the public for animal adoptions, redemptions, surrenders, and euthanasia.

Collects data from animals when they are brought to LCAS, as well as from license applications, and from lost/found reports.

Assists in euthanizing animals by holding and prepping the animal while a certified Euthanasia Technician performs the procedure.

LANE COUNTY
Kennel Attendant (continued)

EXAMPLES OF DUTIES – (con't)

Maintains accurate records related to euthanasia, impounded animals, logs and other related subjects.

Disposes of euthanized animals in a safe, clean and efficient manner as directed.

May assist Animal Welfare Officers.

May occasionally present oral, written testimony and materials in court.

Disseminates adoption information through local media.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of kennel operations, impound, release, and sanitization.

Basic knowledge of animal health, behavior, and care.

Safe and efficient animal handling techniques.

Basic knowledge of animals' breed and anatomy.

Basic record-keeping techniques.

Basic math and arithmetic to accurately calculate fees, fines, and charges.

Ability to:

Meet and tactfully deal with the public.

Exert moderate to extensive amount of physical effort involving stooping, crouching and climbing; occasionally lift large breeds of dogs.

Assist with euthanasia procedures.

Remain calm and use good judgment during confrontational or high pressure situations.

LANE COUNTY
Kennel Attendant (continued)

Ability to: (con't)

Feed and care for shelter animals.

Maintain clean and sanitized kennel areas.

Educate the public in animal care.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Learn County policies and procedures concerning impoundment, release, and retention of animals.

Experience and Training:

Training:

Equivalent to the completion of a twelfth grade education. Additional specialized training in animal regulation, law enforcement, kennel experience, or a related field is desirable.

Experience:

Six months of experience in animal-related fields.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

SPECIAL REQUIREMENTS:

Possession of a valid Oregon driver's license.

Memo outlining de minimus changes to supervision received and classification definition approved by County Administrator 06/16/08.