



City of Casa Grande

Kennel Assistant

GENERAL PURPOSE: Under general supervision, performs a variety of activities related to the operation of a municipal animal control shelter operation.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Impounds, processes and maintains all animals received into the City's custody, including feeding, watering and moving animals.
- Cleans and disinfects kennels and cages; maintains aggressive parasite and disease prevention programs.
- Performs routine duties in maintaining the shelter facility, including preventive maintenance to the kennels and cages; ensures equipment is in proper working order.
- May assist in transporting animals to shelter; picking up and disposing of dead animals.
- Performs basic animal care including cleaning and feeding animals, medical care, and restraint and infection control procedures.
- Assists in evaluating animals for survival and adoptability.
- Assists visitors in selecting the proper pet for adoption.
- Writes correspondence and reports; processes reports, forms, fees and files.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and some demonstrated ability to work with animals.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the care and feeding of domestic animals.
- Knowledge of general safety practices, legal liabilities and responsibilities, animal capture and restraint techniques and equipment.
- Knowledge of symptoms, causes, procedures and reporting requirements for rabies control and other common animal disease.
- Knowledge of the principles of record keeping and records management.

- Skill in controlling and containing sick, injured, and rabid animals.
- Skill in identifying various types of animals, and recognizing abnormal behavior and symptoms of animal diseases.
- Skill in exercising patience, care and compassion in dealing with animals.
- Skill in maintaining clean and sanitary kennels.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a valid Arizona Drivers License.

Physical Demands / Work Environment: Work is performed outdoors and in City Animal Shelter.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.