



SHELTER ATTENDANT – FULL TIME

SMYTH COUNTY ANIMAL SHELTER

Under the supervision of the Chief Animal Control Officer, assists with the day-to-day operations of the shelter, providing consistently high levels of care for all animals, including handling, feeding, watering and custodial care. Work involves maintaining the shelter in a clean and safe environment and providing care for the animals as according to State Code.

Duties include coordinating intake process for all animals into the shelter. Complete necessary reports documenting the animal's condition and other required information. Identify and contact owners of animals housed in the shelter when possible. Assist with the adoption of animals including contacting individuals who are on the waiting list for adoption. Maintain required files of confined animals including disposition of each animal. Assist with reception duties for the shelter. Greet and assist visitors to the shelter exercising tact and courtesy. Direct inquiries to appropriate county personnel as needed. Relay emergency calls and information to Animal Control Officers by radio when they are away from the shelter. Perform clerical tasks for the department including data processing, completing forms, filing, and purchasing. Maintain accurate records of departmental activities and expenditures. Assist with the preparation of monthly departmental status reports. Collect fees associated with the Animal Shelter operations and programs. Maintain an accurate accounting of all monies received and deposited by the Shelter. Perform other duties as required.

Graduation from high school or GED with experience in caring for animals. Must have good math skills and communication skills. Clerical experience preferred. Must possess a valid Virginia driver's license.

Knowledge of safety practices concerning the handling of animals. Ability to prepare and maintain reports and communicate effectively. Ability to follow exactly oral or written instructions. Ability to work well with others including staff and the public.

Salary: DOQ with full County benefits.

Apply by submitting County Application to: Smyth County Administrator's Office, Human Resource Manager, 121 Bagley Circle, Suite 100, Marion, VA 24354. Applications available online at www.smythcounty.org under the Human Resources link.

Deadline for submission: August 5, 2022. Position is open until filled.