

NOTICE

ANIMAL SHELTER ATTENDANT

PART TIME POSITION

Smyth County is seeking applications for the position of Part Time Animal Shelter Attendant. Under the supervision of the Chief Animal Control Officer, the successful applicant shall perform a variety of tasks including assists in the daily operations of the shelter, feeds and cares for confined animals, cleans cages, greets and assists the public, completes and files reports, collects fees and other clerical tasks. Work is reviewed for completeness and accuracy.

Education and Experience: High school graduate or equivalent. Prefer one year of clerical experience.

Knowledge, Skills, and Abilities: Successful applicant must demonstrate the ability to follow oral or written instructions. Must possess an interest in animals and the basic understanding of their proper treatment and have the ability to work well with the public and with other staff members. Euthanasia is not required for this position.

This position is a part time 28 hour per week position with no benefits. Rate of pay is \$11.00 per hour.

Applications are available online at www.smythcounty.org under the Human Resource link and at the Smyth County Administrator's Office.

Please submit applications to the Smyth County Administrator's Office at 121 Bagley Circle, Suite 100, Marion, VA, 24354.

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER