

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

POSITION: Part-Time K-9 Officer

DEPARTMENT: Animal Shelter

RATE OF PAY: \$ 10.32 per hour

*Applications to be filed with Human Resources Department – County Administration Building
by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

HOURS WORKED: As Scheduled; 20 hours per week – not to exceed 1000 hours per year

OVERALL OBJECTIVE OF JOB: Assist with the operation and maintenance of the kennel and provide assistance to the County Animal Warden.

QUALIFICATIONS:

High School diploma plus some training in the care of animals, valid PA drivers' license.

ESSENTIAL FUNCTIONS OF JOB:

1. Picks up stray domestic animals; impounds, feeds, cleans (grooming) and maintain dogs until claimed; humanely disposes of unclaimed strays.
2. Removes and disposes of sick or elderly domestic animals at owner's expense.
3. Conducts rabies clinics and other related events.
4. Processes dog bite reports; notifies proper authorities; assists with quarantines and other matters.
5. Operates and administers kennel in the absence of the County Animal Warden.
6. Cleans and maintains kennel area.
7. Assists in the maintenance and repair of department equipment.
8. Attends meetings, training and seminars as required.
9. Performs other job-related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
3. Must possess a valid Pennsylvania Driver's License and willingness to travel as needed.
4. Must possess the knowledge and understanding of state and local dog laws and ordinances.
5. Must possess knowledge of the occupational hazards and safety precautions and the ability to exercise skill in those areas.
6. Must possess ability to follow oral and written instructions.
7. Must possess ability to accurately and safely complete general repairs and maintenance on equipment.
8. Must have considerable knowledge of local codes and regulations and ability to trouble shoot problem areas.

WORKING CONDITIONS:

1. Works outdoors (90%) with a variety of exposures to elements.
2. Work involves exposure to extreme change in temperature, humidity, rain, sun, wind, rain, etc.
3. Works indoors (10%) with adequate work space, temperature, ventilation and lighting.
4. Works indoors and outdoors with average exposure to noise, stress and frequent disruptions.
5. Works in potentially dangerous environment with exposure to attacks and bites from animals.
6. Travels regularly to County sites as necessary to perform essential duties of the job.
7. Works indoors with normal exposure to dust/dirt but above normal in outdoor activities.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present enforcement, explain procedures and follow instructions.
2. Must be able to drive for long intervals throughout the day with intermittently walking, sitting, standing, bending, twisting, carrying, pulling and grasping as necessary.
3. Dexterity requires simple movements of the fingers/hands, feet/legs, and torso necessary to carry out duties of job.
4. Medium work, with lifting/carrying of objects weighing from 10-50 pounds. Occasional lifting animals of 100 pounds.
5. Must be able to move frequently throughout the workday.
6. Must be able to pay close attention to details and concentrate on work responsibilities.

AN EQUAL OPPORTUNITY EMPLOYER