

## SHELTER TECHNICIAN



**CLASS #: 128**  
**FLSA: Non-exempt**  
**EEOC: 8**

### **GENERAL STATEMENT OF DUTIES:**

To perform a variety of semi-skilled work essential to the function of the County's Dog Shelter to include impound of dogs; humane care for impounded dogs; overseeing a work crew in feeding animals and maintaining sanitary conditions; utilization of a personal computer and basic software programs; and the performance of related duties as assigned. Work requires flexible hours that may include weekend scheduling.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Shelter Operations Manager who assigns and outlines work and inspects results for compliance with laws and regulations governing the control, protection, and licensing of dogs.

### **SUPERVISION EXERCISED:**

Supervision of employees is not a responsibility of positions in this classification.

### **DISTINGUISHING CHARACTERISTICS:**

This is an entry-level classification. The shelter technician ensures the proper care, feeding and treatment of dogs in the animal shelter. The Shelter Technician differs from the Veterinary Technician in that it does not provide advanced veterinary care, but may assist. It also differs from the Dog Control Officer, which performs field enforcement of animal regulation laws.

### **EXAMPLES OF DUTIES:** (Duties may include, but are not limited to the following.)

1. Cares for and monitors dogs in a kennel setting; provides food and water appropriate to type and condition of animal; exercises, bathes and grooms animals; and transports dogs to a veterinarian as required.
2. Participates in the maintenance of the animal shelter; oversees a work crew that cleans and disinfects dog kennels, run areas, animal carriers, trash cans, food containers, blankets and towels; orders supplies and maintains inventory of food.
3. Assists the public in finding lost pets; provides advice on general pet care and responsible pet ownership. Provides detailed adoption counseling to the public, and screens potential adopter for suitability and fit with the dogs.

4. Assists dog control officers as necessary; unloads impounded and stray animals from vehicles; transports dogs to veterinarian; observes behaviors and may present oral and written testimony in court cases when required.
5. Performs temperament testing; administers routine vaccinations; and assists with first aid and other medical treatment.
6. Performs euthanasia on dogs or assists in euthanasia by holding and prepping animals; assists in the disposal of animals in a safe, clean and efficient manner; and maintains clean euthanasia area and exam rooms.
7. Collects data about animals from dog control officers, from license applications, and lost and found reports; input collected data into a personal computer.
8. Assists in the maintenance of accurate records related to euthanasia, the impounded dogs, logs and vaccines, animal care supplies, dog adoptions, dog records, and community request.
9. Occasionally receive monies from the public for animal adoptions, redemptions, impoundment, licensing, and euthanasia.
10. Photographs dogs at impound desk and utilizes kennel program to input appropriate dog information as required.

**WORKING CONDITIONS:**

Duties involve exposure to frightened, injured or diseased animals. Work is performed both in an office and outdoors, year round, in a variety of weather conditions. Work includes performing physical/manual labor such as lifting unassisted and carrying large bags of dog food, hoses, deceased dogs, and water buckets. Exert moderate to extensive amount of physical effort involving stooping, crouching, and climbing. Employee must be able to lift unassisted up to 60 pounds.

**RECRUITING REQUIREMENTS****KNOWLEDGE, SKILL AND ABILITY:**

Working knowledge of: Animal behavior and basic animal health; safe and efficient animal handling techniques; basic record keeping techniques; basic computer software.

Some knowledge of: State and County laws, rules, regulations, policies and procedures governing the control, impoundment, retention and release of dogs.

Skill & ability to: Safely and effectively handle and care for vicious, stray or diseased animals; handle and control animals while cleaning cages, pens and runs; explain proper care of animals to the public and adoptive owners; take appropriate safety precautions when handling diseased and injured animals; establish and maintain cooperative working relationships with the public and County employees; prepare and maintain accurate records; to learn shelter management software; and basic veterinary clinic practices and procedures.

**EXPERIENCE AND TRAINING:**

1. Graduation from high school, or equivalent; **AND**
2. 1 year of experience in customer service, basic computer skills, and record keeping; **AND**
3. 1 year of experience in a dog-related field such as veterinarian assistant, veterinarian receptionist or shelter work; **OR**
4. Any equivalent combination of experience, education and/or training relevant to the position.

**NECESSARY SPECIAL REQUIREMENT:**

1. Possess or obtain within 30 days of hire, a valid Class C Oregon driver's license. If in possession of a current out of state driver's license, must obtain Oregon driver's license within 30 days of hire.
2. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
3. Obtain a Euthanasia Certification with the State of OR within one year of employment.
4. Final candidate must be able to pass a pre-employment drug-screening test.

Adopted: 6/05

Revised: 2/06, 1/07, 2/08