# ANIMAL CONTROL PAWS CLINIC COORDINATOR/VET ASSISTANT
Pulaski County

**Department:** Animal Control
**Supervision Exercised:** None
**Supervision Received:** Animal Control Shelter Supervisor
Minimal instruction and supervision by the Animal Control Shelter Manager after orientation period. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Non-Exempt, Full-time.

**Age Requirement:** Individual must be at least 18 years of age

**REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS:** Drug & Alcohol Testing, Background Screening Current Driver's License, & Driving Record required

**Alternate Essential OR Essential Employee:** No

**Residency Requirements:** Not required.

**Work Hours:** 40 hours per week. Weekend and holiday work may be required
**Benefits Eligible:** Yes
**Leave Time Eligible:** Yes

**ESSENTIAL FUNCTIONS:** Performs routine semi-skilled custodial work in the care, cleaning, and maintenance of the animal shelter and grounds in accordance with applicable state standards. Administers medications to shelter animals in accordance with established protocols and veterinary instructions, monitors animal health and behavior, and assists veterinarians with animal handling and procedures during scheduled clinics. Schedules spay/neuter appointments, maintains accurate animal and clinic records, performs administrative duties related to clinic services, and prepares and wraps spay/neuter packs in accordance with sanitation and sterilization procedures. Requires basic Microsoft Office skills and effective communication and customer service skills. Maintains regular and reliable attendance and reports to work as scheduled and on time to perform the essential functions of the position. Physical presence on the job is required because essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:**
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**RESPONSIBILITIES:**

- Observes animal behavior and health and promptly reports unusual behavior, feces, vomit, or other potential signs of illness to the Shelter Supervisor.
- Performs laundry duties, including washing and maintaining blankets, towels, washcloths, and other shelter linens as needed.
- Schedules and coordinates spay/neuter clinic appointments.
- Assists veterinarians with animal handling and clinic procedures on scheduled clinic days.
- Performs administrative duties, including maintaining records, preparing documents, and completing related office tasks.
- Prepares and wraps spay/neuter surgical packs in accordance with established sanitation and sterilization procedures.
- Researches, prepares, and writes grant applications to support shelter programs, services, and operational needs.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**KNOWLEDGE**

- Knowledge of animal health, behavior, and common indicators of illness or distress.
- Knowledge of sanitation, disinfection, and disease-prevention practices in an animal shelter environment.
- Knowledge of basic veterinary practices, animal handling principles, and applicable shelter procedures.
- Knowledge of general administrative practices, recordkeeping, and written communication.

**SKILLS**

- Skill in using cleaning supplies, equipment, and materials safely and efficiently.
- Skill in organizing information, maintaining accurate records, and preparing written documents.
- Skill in communicating effectively with the public, coworkers, veterinary personnel, and outside organizations.
- Skill in prioritizing tasks, managing time, and maintaining organized work processes.

**ABILITIES**

- Ability to understand and follow verbal and written instructions and established procedures.
- Ability to recognize and respond appropriately to changing conditions in an animal shelter environment.
- Ability to perform multiple tasks accurately and efficiently while meeting established schedules and deadlines.
- Ability to work independently and collaboratively while maintaining positive professional relationships.

**ADA REQUIREMENTS:** Ability to lift, carry, push, and pull objects weighing 25 to 75 pounds; ability to stand, walk, bend, reach, and perform continuous physical labor for extended periods; ability to ascend and descend stairs, climb ladders, and maneuver around or beneath equipment as needed; ability to work indoors and outdoors under varying weather conditions; ability to perform continuous heavy manual work at a rapid to moderate pace for two hour consecutive intervals with one to two, five to ten minute breaks within each interval; ability to read, write, and perform basic mathematical calculations using whole numbers, common fractions, and decimals. Physical requirements may be performed with or without reasonable accommodation.

**EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to high school diploma or GED
- Experience working with animals is desirable.
- Veterinarian clinic experience preferred

**SPECIAL REQUIREMENTS:**

- This position requires regular, direct contact with cats, dogs, and other shelter animals, including exposure to animal hair, dander, odors, and cleaning and disinfecting products.
- Has not been convicted of animal or child cruelty or any other animal related offense

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities

- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations.

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

***Check the appropriate box, fill in the needed accommodations, if required, then sign and date.***

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***without*** **accommodation**.

**OR**

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job ***with*** **accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

_____

_____

_____

Employee Name: _____
(Please print)

_____ _____
Employee Signature Date