



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **November 27, 2017**
RE: Job Posting – **Auxiliary Kennel Attendant**

*Animal Services Department
(less than 1000 hours in a 12-month period – not benefit-eligible)*

Duties and Responsibilities: Performs responsible work associated with maintaining the County's Animal Shelter. Performs physically strenuous custodial activities; performs routine maintenance duties. Provides customer service to citizens seeking to adopt animals. Complies with federal, state, and local laws and regulations, local animal control and health ordinances and departmental policies and procedures. Performs related work as required. Work is performed under immediate supervision. Reports to the Animal Services Director.

Qualifications: Requires general knowledge of the care, control, and handling of dogs, cats and other small animals; federal, state and local laws and regulations applicable to the operation of an animal shelter; custodial/maintenance needs of a shelter facility, equipment and grounds; methods, practices and materials used in the cleaning and disinfecting of an animal shelter operation. General knowledge of various breeds of animals; symptoms of common animal diseases; humane euthanasia standards and certification requirement; ability to recognize signs of rabies and other common diseases of animals; ability to maintain accurate records; ability to effectively communicate orally and in writing; ability to attend work regularly. Must possess exceptional customer service and interpersonal skills.

Requires any combination of education and experience equivalent to high school diploma and some experience in a kennel environment.

Pre-employment drug screen required.

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open until filled**

Starting rate: \$12.19

Grade: 61A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer