Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: March 20, 2015

RE: Job Posting – One (1) Auxiliary Kennel Attendant
(Less than 1000 hours/calendar year - Not benefit-eligible)
Animal Services Department

Duties and Responsibilities: 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. Work schedule: Monday – Friday and every other Saturday not to exceed 1000 hr/yr.

Qualifications: 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 disease 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.

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

Submit Henderson County application to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at and submitted to the Employment Security Commission, 26 Francis Rd, Hendersonville, NC 28792. EOE M/F/D/V

The deadline for application is: Open until filled

Starting rate: $11.61 per hour
Pay Grade: 61A
Non-exempt

Henderson County is an Equal Opportunity Employer