

**Kenton County  
Animal Services Department**

**Compensation: Hourly  
Exemption Status: Non-Exempt  
Exemption Type: NA**

## **ANIMAL SHELTER TECHNICIAN + Trap-Neuter-Return SPECIALIST**

### **GENERAL NATURE OF WORK**

This is skilled and semi-skilled work involving the maintenance, disease control, and care of the animals in the custody of the county animal shelter. An employee in this class is responsible for assisting in the operation of the animal shelter including performing manual tasks to maintain the building and grounds in a clean and orderly condition. Additionally, this position has a specific focus on the community cat population in Kenton County and the participation of trapping and releasing community cats as part of a comprehensive TNR (Trap-Neuter-Return) program. Duties are performed under standard supervision.

### **EXAMPLES OF DUTIES**

- Set live traps in targeted colony areas to attract unaltered outdoor cats.
- Release medically cleared and altered cats back to the colony.
- Track progress of cats in colonies.
- Work with community members to identify areas in need of TNR.
- Studies and follows best practices for TNR
- Maintains accurate and thorough records.
- Maintains equipment, building, and grounds in a clean and orderly condition and reports needed repairs to the supervisor.
- Feeds and cares for animals in care.
- Sells and registers pet licenses.
- Uses suitable equipment and discretion to safely handle animals as needed.
- Assists in answering in-person and phone inquiries and solving problems as necessary.
- Assists with the intake of animals, including administering vaccinations and other routine medical treatments.
- Assists the Registered Veterinary Technician (RVT) with administering medications and performing blood-draws.
- Assists the public with the recovery of lost pets by completing lost reports, checking found reports, and making additional recommendations on recovery.
- Assists the public in choosing a pet for adoption and accurately completing adoption documentation.
- Assists in opening and closing the animal shelter including totaling and balancing receipts.

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- Assists in conducting educational tours of the shelter.
- Performs other related duties as required.
- May assist with euthanasia for incurable and unadoptable animals when all other resources have been utilized.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and use of exceptional customer service techniques.
- Knowledge of safe work practices and ability to apply them in workday situations.
- Ability to work effectively on a daily basis with limited supervision.
- Ability to work well alongside coworkers and the community.
- Ability to exercise good judgment and make rational decisions.
- Communicate effectively, both orally and in writing.
- Ability to comprehend basic written or verbal directives and perform directed tasks.
- Work efficiently in high demand, stressful situations.
- Ability to multitask effectively.
- Basic math, reading and writing skills.

### **DESIRABLE TRAINING AND EXPERIENCE**

- Graduate of a standard high school or equivalent.
- Experience in the care and keeping of small animals; or any combination of training and experience, which provides the desired knowledge, skills, and abilities.

### **NECESSARY SPECIAL REQUIREMENTS**

- Possession of a valid motor vehicle operator's license.
- Be available to work overtime as needed or required.

### **PHYSICAL REQUIREMENTS**

- Must be able to lift eighty (80) pounds or more to a height of four (4) feet or more.
- Must be able to work extended periods using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.
- Must be able to work in confined spaces.
- Must be able to stand and/or walk for extended periods.
- Eyesight must be correctable to 20/20 vision.
- Hearing must be within a normal acceptable range of 20-25 with or without a hearing aid.

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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all-inclusive statement of job duties, requirements, or responsibilities.**

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Employee Signature

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Supervisor

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Date

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Date