

**EMPLOYMENT OPPORTUNITY
COUNTY OF SUSSEX
PART TIME ANIMAL POUND ATTENDANT**

The County of Sussex is accepting applications for the position of Part-Time Animal Pound Attendant. Work involves coordinating the Rescue and Adoption Program. This position also includes cleaning the animal shelter on the weekends and other times as needed.

Minimum training and experience: Any combination and experience equivalent to graduation from high school.

Special requirements: Applicant should have computer skills (internet, social media, and e-mail proficiencies) necessary to contact rescue and adoption organizations to place/transfer adoptable animals. Some knowledge of small animal care and behavior; skill in handling animals (dogs and cats); skill in cleaning and maintaining facilities; skill in dealing with the public. Must possess a valid Virginia driver's license and must meet and maintain all county and state training and education requirements for the position.

Salary: \$13.39 per hour

Submit completed Virginia state application (DPT Form 10-012 – Rev 10/99), cover letter, detailed resume, salary history and work related references to: Shilton R. Butts, Assistant to the County Administrator at Post Office Box 1397, 20135 Princeton Road, Sussex, Virginia 23884 or e-mail sricks@sussexcountyva.gov. State applications can be downloaded at www.virginia.gov or by calling (434) 246 1000 to request that the application be emailed to you. Deadline for submission of application and pertinent documents: 2:30 p.m., Wednesday, December 21, 2016. If mailing or hand delivering documents, please mark the sealed envelope “**CONFIDENTIAL**”.

Sussex County is an Equal Opportunity Employer.