



Career Opportunity  
**SHELTER ASSISTANT (PART-TIME)**  
Montgomery County Animal Care & Adoption Center

Montgomery County has an opening for Part-Time Shelter Assistant, with essential duties including but not limited to:

- General animal care including watering/feeding, grooming, exams and wound treatment;
- Work with and provide direction to trustees, volunteers, and community service workers in the general care of animals;
- Clean/sanitize/disinfect cages, kennels and litter areas, plus administrative areas, restrooms and surgical areas;
- Clean outdoor play yards and meet and greet areas;
- Perform inspections of sick animals and administering prescription medications under the direction of veterinarian;
- Interact with the public to provide information on the shelter animals or to assist with adoptions, reclaims and transfers to rescues;
- Transport animals to veterinarian, groomer, or other locations as directed;
- Provide minor building maintenance;
- Perform routine record keeping;
- May perform other duties as assigned by supervisor.

High school diploma/equivalent GED or vocational training required. Candidate must have a valid driver's license; drug & alcohol screening required. Pay \$12.04/hour, approximately 24 hours/week, with customary hours including weekday mornings and weekend hours.

Candidates should apply online at: <http://www.montgomerycountyva.gov/hr>. Applicant materials must be received by **Friday, April 30, 2021** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

