



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Part-time Animal Shelter Attendant for the County Animal Control Department. Work will be performed under the supervision of the Emergency Services Coordinator and will include the following typical tasks:

Performs intermediate semiskilled and administrative support work providing animal shelter services, receiving, processing and caring for animals, assisting the public, preparing and maintaining files and records and related work as apparent or assigned.

Essential Functions

- Receives and processes incoming animals, scans animals for microchips and tattoos/identification and assists the public with owner released animals and adoptions;
- Feeds and waters animals, bathes animals, observes and cares for animals showing indications of not eating or drinking or illness or injury, administers immunizations and medications and weighs and grooms animals;
- Disinfects and cleans animal housing areas including kennels, cages and shelter grounds;
- Answers the telephone, receives and responds to inquiries and complaints and investigates animal related complaints;
- Completes various forms for adoption, return to owner, receipts, license forms, etc., prepares and maintains files, records, reports and forms and restocks forms as necessary;
- Oversees the animal adoption program to include, customer service and maintaining shelter's Facebook page and Petfinder accounts;
- Performs general custodial and grounds keeping duties, sweeps and mops floors, picks up trash on shelter grounds, removes trash from facilities, maintains flower beds, mows grass, washes and dries towels and blankets, cleans restrooms, dusts furniture and cleans kitchen area;
- Ensures that the shelter is adequately supplied with pet food, medical supplies, medication and other materials necessary to run the shelter;
- Communicates with the general public concerning adoption, release and redemption of animal and processes reclaimed or adopted animals;

General knowledge of the care and feeding of small and large domesticated animals and necessary safety precautions; some knowledge of animal breeds; some knowledge of common animal diseases; ability to handle animals safely; ability to carry out oral and written directions; ability to establish and maintain effective working relationships with elected officials, veterinarians, associates and the general public.

High school diploma or GED and experience in the operation of an animal shelter, or equivalent combination of education and experience.

Position open until filled

Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**