



Career Opportunity

SHELTER ASSISTANT – FULL TIME

Montgomery County Animal Care & Adoption Center

#340113-3

Do you enjoy working with pets? Do you enjoy working in an environment with caring people in a fun atmosphere that helps your local community? If so, Montgomery County Animal Care & Adoption Center is the place for you! We currently need a Full-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 outdoor play yards and meet and greet areas;
- Inspect sick animals and administer prescription medications under the direction of a 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;
- Clean/sanitize/disinfect cages, kennels, and litter areas, administrative areas, surgical areas, and restrooms;
- 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, insurable driver's license. As a position having safety-sensitive duties, background/DMV screening and **drug & alcohol testing** are required. Starting pay **\$32,910/year** depending on experience/qualifications, plus excellent benefits (health, dental, and vision, flex spending, life, disability, state & optional retirement, wellness programs, onsite clinic, and much more). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, March 5, 2024**, 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/orientation, national origin, disability or protected veteran status.

