

**City of Escalon**  
**ANIMAL SERVICES ASSISTANT**

**DEFINITION**

This is a part-time position which, under general supervision of the Chief of Police or their designee, assists in the Animal Shelter with various assignments, including weekday, weekend and holiday animal shelter duties.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to:

- Assist in the care of stray, injured, dead and owned domestic animals.
- Educate and assist the public in animal welfare and care.
- Monitor quarantined animals as required by law.
- Accept scheduling which includes weekend and holiday coverage.
- Sanitize and disinfect animal care areas.
- Assist in the adoption and returning of animals.
- Maintain animal control vehicle in a sanitary condition.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

- Knowledge of kennel sanitation techniques.
- Basic animal handling techniques.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide good customer service.
- Ability to operate 2-way radio.
- Proper telephone procedures.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Work flexible hours, including holidays and weekends.

**EDUCATION AND EXPERIENCE**

Any combination of training and experience which is likely to provide the required knowledge and abilities would be accepted for employment. A typical background would be:

- Equivalent to graduation from high school or GED.
- One year of customer service experience including public contact.

**SPECIAL REQUIREMENTS**

- Valid California driver's license.
- Ability to work weekends and holidays.
- Possession of PC §832 Certification (*highly desirable*)

## **PHYSICAL DEMANDS**

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. While performing the duties of this job the employee is frequently required to sit and talk, hear or walk; stoop, bend and lift and/or move up to 50 pounds; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.