Isle of Wight County, Virginia
JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Kennel Assistant

Department: **Sheriff's Office**

Pay Grade: **201**

FLSA Status: **Non-Exempt**

JOB SUMMARY

The Kennel Assistant maintains cleanliness in the animal shelter.

ESSENTIAL JOB FUNCTIONS

- Maintains kennel and cages in a clean and sanitary condition including complete disinfection of every kennel on a daily basis;
- Maintains a daily check on healthy appearance of each animal;
- Takes samples when necessary to send to lab for diagnosis;
- Washes and grooms animals, including baths, trimming, cutting nails, and removing mats/burrs from coat;
- Prepares animals for and assists in photographing for website display;
- Administers medications, changes bandages, and treats wounds;
- Assists citizens, answers phone calls, and take messages as required;
- Accepts, receives, and/or collects payments;
- Performs other related duties as assigned.
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy.

QUALIFICATIONS

Education and Experience:
Requires High School Diploma or equivalent and six (6) months of work experience.

Licenses or Certifications:
Requires a Humane Animal Euthanasia by Injection certification.

Special Requirements:

None

Knowledge, Skills and Abilities:

- Knowledge of the practices and techniques of humane animal care;
- Knowledge of modern office management techniques are necessary;
- Skilled in clerical work and in work involving the care of animals;
- Skilled in the use of a variety of office equipment including: computer-driven work processing, spreadsheet, and file maintenance programs;
- Ability to deal tactfully with the public and the ability to establish and maintain effective working relationships with others.

PHYSICAL DEMANDS

The work is medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the use of fingers, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Isle of Wight County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

_____ _____

Employee Signature Date

_____ _____

Supervisor (or HR) Signature Date

E.O.E. *Isle of Wight County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*