VALENCIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

VALENCIA COUNTY
JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being Performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE:	**KENNEL TECHNICIAN**
DEPARTMENT:	Animal Control Division
PAY STATUS:	FLSA Non-Exempt
CLASSIFICATION:	Classified
PAY RANGE:	$14.50
DEADLINE TO APPLY:	Until Filled
DATE POSTED:	

JOB SUMMARY:

Provides a wide range of animal husbandry and non-medical care and management for dogs and cats assigned to the Valencia County Animal Shelter.

DUTIES AND RESPONSIBILITIES:

1. Provides food, water and basic husbandry care for animals.
2. Cleans and sanitizes cages according to prescribed standards.
3. Maintains cage cards, animal history and other records as requited.
4. Provides routine veterinary care including parvovirus and distemper shots and microchips. Administers vaccines to puppies.
5. Makes observations of dogs' behaviors and personalities to assess interaction with perspective adoption families; assists customer with selection of dogs for adoption.
6. Observes animals on a daily basis to assess health, environmental conditions and social environment.
7. Processes adoptions and issues litter permits and dog licenses.
8. Initiates calls and serves as liaison with rescue groups to assist with placement of dogs.
9. Evaluates abused dogs, gathers evidence to include taking photos for court proceedings.
10. Performs routine maintenance and/or basic mechanical repair to mobile caging, racks, tables and watering equipment.
11. Exercises dogs by taking them for walks.
12. Performs emergency euthanasia procedures as directed by veterinarian.
13. Performs miscellaneous job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

High school diploma or GED certification and at least 1 year of experience that is directly related to the duties and responsibilities specified.

PREFERRED KNOWLEDGE, SKILLS. AND ABILITIES:

- Knowledge of basic veterinarian procedures, such as venipuncture .
- Ability to safely use cleaning equipment and supplies.

• Ability to maintain quality, safety, and or infection control standards.
• Knowledge of supplies, equipment and/or services ordering and inventory control.
• Ability to understand and follow specific instructions.
• Knowledge of animal husbandry requirements, methods, and techniques.
• Knowledge of related accreditation and certification requirements.
• Ability to establish dosages and administer drugs to animals.
• Knowledge of local, state and federal regulations pertaining to animal husbandry.
• Ability to establish and maintain veterinary/animal husbandry records.
• Ability to perform routine maintenance and repairs on veterinary and/or animal husbandry facilities and equipment.
• Ability to observe, assess and record symptoms, reactions and health progress in dogs and cats.
• Knowledge of animal euthanasia procedures, techniques and standards.

LICENSURES AND CERTIFICATIONS REQUIRED:

Valid New Mexico driver's license
• Specified vaccinations are required for health reasons.
• Ability to perform essential functions and adapt to working conditions.
• No history or pattern of reckless driving, DWIJDUI or irresponsible driving in the last three years.
• No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.

WORKING CONDITIONS:

• Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
• Requires handling of live animals and objects that can weigh up to 100 lbs.
• Work involves some exposure to hazards or physical risks, which require following basic safety precautions.

PRE-EMPLOYMENT REQUIREMENTS:

1) Interview
2) Criminal record check
3) General employment background check
4) Driving record check
5) Pre-employment physical and drug test

I hereby affirm that I have received a copy of the position specifications listed above, I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Applicant:_____ Date:_____