



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Animal Shelter

Job Title: ANIMAL SHELTER AIDE (Part Time)

Salary Range: \$20.71/Hour

Work Location: 6010 County Farm Road, Ballston Spa, NY 12020

Classification: Labor (No Exam Required)

Job Description

This is a manual labor position involving routine work related to the care, treatment and maintenance of each animal as well as the facilities involved in this care. Care and treatment begin upon intake and continues throughout each animal's stay at the County Animal Shelter. Duties are performed under the direct supervision of the Director of Animal Shelter or designated administrative personnel. Work is performed in accordance with established policies and procedures. Supervision is not a duty of employees in this position. Incumbents perform related work as required. *Details regarding hours will be discussed/determined at the interview level and successful candidates will be required to work one weekend day per week.*

Minimum Qualifications (at least)

Although none are required, *previous volunteer/work experience involving the care and maintenance of animals will be given favorable consideration.*

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Assists in the completion of tasks related to the intake, processing monitoring, medical treatment, daily care, housing, exercising, neutering, adoption redemption or disposition of lost, seized, unwanted, sick or stray animals at the Shelter facility, following established policies and procedures;
- Assists in the cleaning and disinfecting of animal holding areas, bedding, waiting rooms, isolation areas, office areas, storage areas, and surrounding grounds;
- Prepares food and water for distribution to animals;
- Assists in implementing of the Shelter's adoption program and volunteer programs;
- Assists in the cleaning and grooming of all animals;
- Assists in the disposal of sick, unwanted, or non-adoptable animals, using humane procedures;



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- Assists in maintaining and preparing a variety of reports and records related to the operation of the Animal Shelter;
- Assists the general public and answers questions about the various programs in the Animal Shelter;
- Operates a variety of machines related to the Animal Shelter.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.