## Saratoga County Animal Shelter

**Job Title:** **ANIMAL SHELTER AIDE (Part-time)**

**Salary Range:** $21.32/Hour

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

**Classification:** Labor (No Exam Required)

## Job Description
This is routine manual labor involving work related to the care, treatment and maintenance of each animal. Care and treatment begin upon intake and continues throughout each animal's stay at the Shelter facility. Although primary duties involve feeding, watering, cleaning kennels, walking, bathing and monitoring the well-being of dogs, cats and other companion animals, assisting with general inquiries, thru public facing interaction and by phone, is a routine requirement. Duties are performed under the direct supervision of the Director, Deputy Director, or other 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. **NOTE**: Hours worked will be discussed/determined at the interview level.

## Minimum Qualifications (at least)
None required (Preference may be given to individuals with work experience in caring and dealing with a variety of animals.)

## 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;
- Assists the general public in person and on the phone, answering questions and providing information about the various programs and procedures at the Animal Shelter;
- Prepares food and water for distribution to animals;
- Assists in the implementation and coordination of the Shelter's adoption program, volunteer programs and other programs;
- Assists in the cleaning and grooming of all animals;
- Assists in the disposal of sick, unwanted, or non-adoptable animals, using humane procedures;

- Assists in maintaining and preparing a variety of reports and records related to the operation of the Animal Shelter;
- Operates a variety of machines related to the Animal Shelter, including a personal computer, as required.

*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 through the date posted, or 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.*