DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Animal Shelter

Job Title: **SENIOR ANIMAL SHELTER AIDE**

Salary Range: $51,498 - $61,231* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

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

Classification: Non-Competitive (**No Exam Required**)

Job Description

The Senior Animal Shelter Aide is a manual labor position responsible for participating in and leading the work of a small group of Animal Shelter Aides, laborers and volunteers in routine, daily work related to the monitoring, care, treatment and maintenance of each animal which begins upon intake and continues throughout each animal's stay at the County Animal Shelter. Duties are performed under the direct supervision of the Director and Deputy Director of the Animal Shelter in accordance with established policies and procedures. Leading and participating with Animal Shelter Aides is exercised in the performance of specific tasks assigned by the Animal Shelter Director/Deputy Director. Incumbent will perform related duties as required.

Minimum Qualifications (at least)

Graduation from high school or possession of a high school equivalency diploma (GED) including three (3) years of full-time experience or its part-time equivalent in the care or treatment of domestic animals in a veterinarian's office, kennel, animal shelter, or related work place (Preference may be given to those that have daytime, weekend and holiday availability.)

Note: Three (3) years' experience with non-domestic animals will be considered and evaluated on a case-by-case basis

Typical Work Activities (*Illustrative)

- Leads and participates in the completion of tasks related to the intake, processing monitoring, medical treatment, daily care, housing, exercising, neutering, adoption redemption or disposition of animals;
- Leads and participates in the cleaning and disinfecting of animal holding areas, waiting rooms, isolation areas, office areas, storage areas, and surrounding grounds;
- Coordinates effective staffing schedules to ensure equal distribution and rotation of operational procedures and responsibilities required to meet the operational needs of the Shelter and the animals;
- Assists in coordinating, carrying out and maintaining adoption, volunteer and other applicable programs offered by the Shelter;
- Participation in clinics may be required in the absence of assigned personnel;
- Assists the general public and answers questions about the various programs in the Animal Shelter;

- Assists in the training and orientation of new shelter employees and volunteers ensuring thorough and complete familiarization of shelter operations and services;
- Maintains and prepares a variety of reports and records related to position requirements;
- Operates a variety of office equipment related to the daily operation of the Animal Shelter (personal computer, telephone, fax, scanner/copier);
- Performs related work as necessary.

**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 and NYS Retirement Enrollment

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 flyer has been removed.

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.