



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
Drug-Free Workplace

REQUISITION #24-12

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION:	KENNEL TECHNICIAN (PART-TIME)
POSITION #:	91711
DEPARTMENT:	ANIMAL SERVICES
SALARY RANGE:	\$15.00 PER HOUR
OPENING DATE:	JANUARY 08, 2023
CLOSING DATE:	UNTIL FILLED

GENERAL DESCRIPTION:

Performs a variety of skilled work daily in the proper care and control of impounded animals at the DeSoto County Animal Services Shelter. Monitors daily shelter operations to ensure the humane care and treatment of impounded animals, evaluating their medical conditions, and making recommendations regarding further treatment or disposition. Must be able to make conscientious decisions in the absence of the Supervisor, in the best interests of the animals and the public alike. Will be required to work, weekends. The work will be performed under the general supervision of the Animal Services Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Feeds, waters, and grooms impounded animals.
2. Cleans and disinfects animal runs and cages (removing animal waste, mopping, and sanitizing feeding equipment, and disinfecting where animals are kept, fed, watered, and generally cared for etc.); washes, folds, and stores bedding used for animals, following established procedures.
3. Ensures that all impounded animals are socialized daily, if applicable, to increase their potential for adoption.
4. Assists Animal Control Officer in the process of unloading animals, tagging animals, handling feral and vicious animals humanely, and determining in which kennel animals should be placed.
5. Examine animals for general condition and report any illness, visible injuries, disease, or abnormal behavior.
6. Administers medications and performs minor first aid to impounded animals, following veterinary care instructions, including the use of controlled substances.
7. Administers vaccination shots for animals prior to adoption.
8. implants micro-chips in adopted animals or owned animals upon request from public.
9. Perform humane euthanasia of animals by lethal injection and loading for the transporting of the bodies to the landfill for sanitary disposal.
10. Maintain controlled substance logs and records.
11. Answers questions of the general public regarding animal control laws and ordinances and the responsibilities of pet ownership.
12. Assists the general public locating lost animals, ensuring the return of animals to the proper owners, assists the public with turning in stray animals or found animals, and in the selection of animals for adoption – such as breed characteristics, and suitability for placement in the customers home.
13. Maintains daily use inventory of kennel supplies and medications.
14. Maintains various records and logs.
15. Completes and files routine forms and reports.
16. May oversee the work performed by community service workers, volunteer workers, or other workers.
17. Maintains equipment used in the department such as, but not limited to, live traps, catch poles, animal carriers, etc.
18. Assists with the inventory of kennel supplies, materials, and equipment.
19. Completes necessary paperwork for animal processing in and out of shelter.

20. Monitors and cares for animals impounded for bite quarantines or suspected of rabies, logging daily behavior and feelings. Notifies the County Health Dept. if any change in animal behavior occurs. Works closely with Health Department staff.
21. Performs animal inventories/kennel counts when assigned.
22. General shelter maintenance.
23. Performs other related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of animal placement guidelines and basic first aid for domestic animals
- Knowledge of office practices and procedures, arithmetic, business English and spelling
- Knowledge of State and County animal control regulations and animal care procedures
- Knowledge to distinguish between various breeds of animals for proper identification
- Ability to access, input, and retrieve information from a word processor or computer.
- Ability to establish and maintain effective working relationships with employees, and the general public.
- Ability to work alone, deal with public, display compassion, and communicate orally.
- Ability to prepare written reports, operate a motor vehicle, and maintain sanitary conditions of kennel area.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an equivalency diploma. Two (2) years experience in the humane handling of domestic animals and fowl. Two (2) years of experience in the general care of domestic animals. Two year general clerical experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certification for Euthanasia of Animals (or ability to achieve within six (6) months)
Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Heavy lifting and carrying (45 pounds and over)
- Reading, pulling, pushing
- Walking, standing, crawling, kneeling, bending, stooping, jumping, running
- Acceptable vision (with or without corrections)
- Acceptable hearing (with or without hearing aid)
- Driving
- Ability to access, input, and retrieve information from a word processor or a computer
- Ability to access file cabinets for filing and retrieval of data
- Ability to answer telephone

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in various weather conditions with: noise, dust, extreme heat and cold
- Uneven slippery surfaces
- Animals-dead, vicious, and infected
- Heights
- Poor lighting
- Flea infested areas
- Stressful situations
- Exposure to zoonotic disease

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com