



JOB SPECIFICATION
ANIMAL SERVICES ATTENDANT

Code 22380
Grade GS 44

General Purpose

Under general supervision, performs simple tasks caring for impounded animals.

Typical Duties:

Cares for impounded animals. Involves: feeds and waters animals according to schedule. Cleans and disinfects cages, pens and yards. Disinfects equipment and instruments used. Logs in impounded animals and monitors quarantined animals daily. Assists public in identifying and redeeming pets. Checks animals for obvious signs of illness or injury and follows veterinarian instructions. Transfers animals between holding areas. Records information according to instructions, such as vital statistics, diet, weight, medications, food intake, license number and behaviors. Dips and grooms animals as directed. Holds animals and assists in euthanasia. Disposes of animal carcasses. Aids in preparing and delivering animal brains for rabies examination. Performs general custodial and maintenance duties.

Knowledge, Skills, and Abilities

- Application of good knowledge of normal behavior of animals and deviations from normal animal behavior.
- Application of good knowledge of positive customer relations dealing tactfully with customers and public.
- Handling and caring for animals under adverse conditions.
- Communicate clearly, both verbally and in writing.
- Establish and maintain effective working relationships with supervisors, employees and the general public.
- Following instructions implicitly.

Other Job Characteristics

- Functions in an animal kennel where there is regular and frequent potential for exposure to animal bites, scratches and infectious or zoonotic diseases which are threatening to health and life.
- Handle intractable animals under adverse and potentially hazardous conditions.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.

Minimum Qualifications

Education and Experience: Graduation from an accredited high school or equivalent (GED).