

TITLE: Animal Adoption Counselor

AC/4-703P

DEPARTMENT: Animal Control, Fayette County

JOB SUMMARY: This position is responsible for attending to basic needs of animals at a county-operated animal shelter and assisting in the operation of an animal adoption program.

MAJOR DUTIES:

- o Cleans and sanitizes animal shelter cages and runs; assists in cleaning all areas of the kennel.
- o Feeds, waters, and exercises animals.
- o Observes animals in the shelter and informs supervisor and staff of any abnormal behavior, injuries, or other problems; assists in determining and applying corrective measures.
- o Administers medications and vaccinates animals as needed.
- o Assists in coordinating the animal adoption program; helps potential animal owners in identifying the best animal as their future companion; reviews adoption applications, completes verifications, and processes adoptions.
- o Accepts payments (cash or checks) for adopted animals from customers and issues receipts.
- o Answers related questions from the public over the phone or in person; records any complaints or concerns pertaining to animal care or needs and gives information to supervisor for corrective or investigative action.
- o Prepares for “stand-by” duty to assist Animal Control Officers who may need pertinent or specific information during emergencies.
- o Assists in monitoring the work of any assigned trustees; reports any inappropriate behavior or work activity of the trustee to the supervisor.
- o Creates and assists in maintaining related records, logs and reports of all animals that enter the shelter.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of animal control tools, techniques, and procedures.

- o Knowledge of county and departmental policies and procedures.
- o Knowledge of city and county geography.
- o Knowledge of the chemicals used in the disinfection of animal kennels.
- o Knowledge of the feeding, vaccination, and care of animals.
- o Knowledge of animal adoption procedures.
- o Skill in observing and caring for animals.
- o Skill in prioritizing and organizing work.
- o Skill preparing and maintaining records and reports.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Animal Control Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city, county and state laws, codes and ordinances, safety manuals, Georgia Department of Agriculture rules and regulations, and department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related animal care and adoption duties. Aggressive animals contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide a healthy, safe and comfortable environment for animals while in county care and helping the public adopt companion animals. Successful performance results in the safe and humane care and control of animals.

**PERSONAL CONTACTS:** Contacts are typically with law enforcement officers, co-workers, other county government personnel, members of community service organizations, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office, an animal shelter, and outdoors. The employee is exposed to vicious animals, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o No experience requirements.
- o Possession of or ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.