



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

### ANIMAL SHELTER ATTENDANT – ANIMAL OPERATIONS

*This Position is Part Time with Benefits*

**Vacancy Number**

16-1101

**Hiring Range**

\$11.11 – \$12.56 Hourly

**Opening Date**

September 28, 2016

**Closing Date**

Open Until Filled

**Submit your completed****County of Moore****Application To:**

Moore County

Human Resources

P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.**

**Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.**

**Applications received after the closeout date/time indicated will not be eligible for consideration.**

**Moore County Human Resources Office is not responsible for failure to receive faxed applications.**

**Please take a moment to ensure your transmission was received.**

**ESSENTIAL JOB DUTIES:**

Performs a variety of duties such as cleaning and disinfecting kennels and cages, feeding and handling animals and performing routine building maintenance. Performs clerical functions at shelter, including monitoring records and files, interacting with the public concerning laws, rules and regulations, and arranging for animal adoptions.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Skill and ability to effectively handle domestic animals of all sizes;
- Ability to perform basic mathematical functions;
- Ability to perform basic clerical tasks such as filing, typing and answering the telephone;
- Ability to meet and deal with the public tactfully and courteously;
- Effective customer services skills.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or GED;
- **AND** one (1) year of clerical and/or animal shelter experience;
- **Must** be able to work weekends.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess and maintain a valid North Carolina Driver's License.

**PHYSICAL REQUIREMENTS:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**BENEFITS:**

- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and Equal Opportunity Employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical.*

*Moore County is an E-Verify Participant*