

# CRAVEN COUNTY, NORTH CAROLINA

## Employment Vacancy Posting

**POSITION:** Animal Shelter Attendant P/T (Position #30-1)  
**LOCATION:** Craven County Health Department  
**HIRING RANGE:** \$12.91/hr.  
**JOB TYPE:** Part-time/Permanent/Non-Exempt  
**POSTING DATE:** April 14, 2014  
**DATE AVAILABLE:** May 10, 2014  
**CLOSING DATE:** Open Until Filled

### PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to assist in the Animal/Rabies Control Program by performing protective, preventive and support work for the Animal Control Officer while they enforce animal control laws and regulations within the jurisdictional boundaries.

### ESSENTIAL JOB FUNCTIONS

Provide for the care of all animals at the shelter, perform maintenance duties at the shelter, including but not limited to cleaning interior areas, yard work and general light repairs. Perform euthanasia of animals. Duties in the office will include answering citizen's inquiries about animals available for adoption, taking requests for services and other general office work such as logging in animals, obtaining signed release forms for unwanted animals, and proper completion of all paperwork.

### ADDITIONAL JOB FUNCTIONS

Assist the public as well as Animal Control Officers with handling of animals being brought into the shelter. Educate the public concerning the laws pertaining to required rabies vaccination of both dogs and cats. Assist with the inventory of supplies and other activities associated with the conduct of the animal shelter.

### MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and one year of clerical and/or animal shelter experience preferred. Candidate must have a valid North Carolina Driver's License. Candidate must be eligible to become a Certified Euthanization Technician.

### HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

