

# **A**NIMAL **SHELTER** **ASSISTANT**

## **SALARY**

\$10.50 – 11.58 per hour

18 hours per week. Part-time Schedule as follows:

Wed. 7am-10am, & Thurs., Fri., Sat., 7 am-12 pm

## **ABOUT THE POSITION:**

Duties will include but not be limited to: Clean all animal kennels and cages; maintain the animal shelter facility and related grounds in a clean and orderly condition; know and apply proper quarantine procedures when dealing with animals which have bitten humans or other animals; perform related work as required.

## **REQUIRED QUALIFICATIONS:**

- ◆ **Knowledge of:** Behavior patterns of animals and the characteristics of various dog and cat breeds.
- ◆ **Ability to:** Properly handle and humanely care for large and small animals; understand and follow written and oral instructions; exercise good judgment in emergency situations; interact effectively with the public and fellow employees.
- ◆ **Education:** Graduation from high school or equivalent, supplemented with additional job-related course work. Reading and writing abilities must be commensurate with the level necessary to perform the work.
- ◆ **Essential Duties:** Must be able to lift 50 pounds.

- ◆ **Experience:** Successful work experience in the care and handling of animals is desirable.
- ◆ **Licenses:** Valid Class C California driver's license in conformance with established Town employee driving standards.

## **APPLICATION PROCEDURE:**

Interested persons who meet the minimum qualifications are invited to submit a completed Town of Paradise Application for Employment to:

Town of Paradise HR Dept.

**ATTN: Part-time Animal Shelter Assistant**  
5555 Skyway, Paradise, CA 95969

Please submit a current (within 30 days) DMV printout with your application.

## **FINAL FILING DATE:**

Applications must be received by **Thursday, January 19, 2017 by 5:00 pm**. We are unable to accept faxed applications.

## **SELECTION PROCEDURE:**

Following a review of the applications, candidates who meet minimum qualifications may be invited to participate in an oral board testing process.

The successful candidate will be required to pass an extensive background check, consisting of references, fingerprint check, pre-employment physical examination, etc. at the Town's expense, and final background review prior to appointment.

## **BENEFITS:**

The Town of Paradise does not offer benefits for this position other than the legally required benefits, such as workers compensation, etc.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract.

# TOWN OF PARADISE



## INVITES APPLICATIONS FOR PART-TIME ANIMAL SHELTER ASSISTANT

**Closing Date:**  
**5:00pm Thursday,**  
**January 19, 2017**