



CLASSIFICATION NO. 174

Established: 7/94

Revised: 5/11, 8/15; 9/25

FLSA: Non-Exempt

EEO: 8

ANIMAL CARE SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to perform technical and routine duties in providing humane care and control of dogs impounded in the Clackamas County Animal Shelter; to perform initial and ongoing behavioral observations and assessments of dogs; to perform recordkeeping, and provide customer service and information to the public related to adoption, reclaim and care of animals; to perform general maintenance and cleaning of the shelter and the surrounding grounds area for safety and sanitary purposes; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Dog Services Division administers the County's dog control program to enforce State and County laws and regulations governing the care, control, impounding, protection, licensing and disposal of animals. The Division also operates and maintains the County's animal shelter which houses stray, dangerous and abandoned dogs.

The Animal Care Specialist receives, feeds and assists in caring for animals at the County's shelter. Incumbents also perform general maintenance and cleaning activities at the shelter.

Animal Care Specialist differs from Animal Health Technician which provides paraprofessional veterinary care and also performs euthanasia.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs general maintenance and cleaning of shelter facilities, grounds and building; cleans and disinfects all runs and animal holding facilities and materials in a manner that supports animal health and welfare; maintains and cleans outdoor facilities and grounds; performs basic building maintenance; maintains storage areas; monitors inventory; stocks ordered supplies and donations.
2. Provides care to animals; prepares food, and feeds and waters animals according to the type and condition of the animal, or according to special feeding schedules and instructions; as directed, administers routine vaccinations and medications, and implants microchips; bathes, brushes, trims nails, and maintains physical condition of dogs as appropriate to the animal; performs restraint and safe handling of animals using low-stress techniques.
3. Provides animals in custody with daily enrichment activities including walking dogs, teaching basic obedience, conducting play activities, maintaining and/or developing animals' social behavior through confidence development, and other activities appropriate to the animal.

4. Assists with the monitoring of animal behavior and health through interaction, observation, and handling; completes initial pre-adoption behavioral assessments on animals to help determine their social needs and abilities in interacting with other animals and with people of various age groups; handles incoming found and/or surrendered animals and maintains animal records.
5. Receives incoming animals into shelter care; receives and impounds stray dogs; completes impound records; conducts initial health exam and brings irregular findings to the Animal Health Technician or Veterinarian; weighs, examines and observes animals to detect signs of illness, disease, or injury; administers routine intake vaccinations and medications; assigns and places animals from intake area to appropriate kennel; lifts, carries and/or controls animals for loading/unloading and transport between vehicle and shelter facility.
6. Assists public in finding lost pets or retrieving and reclaiming impounded animals; ensures information for animal is placed on Shelter website and available for public viewing; assists public with information and access to web site; researches license, microchip and other information to locate owners; compiles records and forwards file to staff who complete the release of animal to owner.
7. Assists public in selection of animals for potential adoption; screens potential adopters, provides general adoption education and counsels on specific needs of the shelter dogs; considers the dog's behaviors, traits and needs to determine if a match is suitable; escorts customers through the shelter; processes and conducts adoptions; provides information on general pet care.
8. Handles sick, seriously injured or euthanized dogs; transports sick or seriously injured dogs to and from outside veterinarian/veterinary clinics; controls, prepares and handles animals while animal health or veterinarian staff perform examinations and administer medications, vaccinations or euthanasia; washes vehicles used to transport animals.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Animal behavior and basic animal health; safe and efficient animal handling techniques; State and County laws, rules, regulations, policies and procedures governing the control, impoundment, retention and release of dogs' basic record keeping techniques; public service techniques.

Skill to: Safely and effectively handle and care for vicious, stray or diseased animals; handle and control animals while cleaning cages, pens and runs; explain proper care of animals to the public and adoptive owners; take appropriate safety precautions when handling diseased and injured animals; operate general maintenance and cleaning equipment; operate light vehicles to transport animals and supplies; establish and maintain cooperative working relationships with the public and County employees; prepare and maintain accurate records.

WORKING CONDITIONS

Duties require walking, prolonged standing, kneeling, bending, twisting, squatting, reaching forward/overhead, fine motor control and the ability to lift and carry up to 50 pounds having awkward size and shape, and the ability to push/pull 75 pounds. Duties also involve frequent exposure to loud noises, wet and slippery surfaces, and sick, injured, agitated, frightened or aggressive animals.

Incumbents are considered essential staff to provide vital animal care during incidents.

Must be willing to work evenings, weekends, and/or additional hours as requested.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) months of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must pass a pre-employment drug test.

Driving is required for County business to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Employment may be contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 9/17