



## CLASS SPECIFICATION

**Class Title:** Shelter Attendant  
**Department:** Animal Care & Control  
**FLSA:** Non-exempt

**Class Code:** 1163  
**Grade:** 5  
**Eff. Date:** 08/26/14  
**Revised:** 10/19/22

### GENERAL PURPOSE

Under close supervision of the Shelter Services Supervisor, assists with basic shelter functions at the Davis County Animal Shelter.

### EXAMPLE OF DUTIES

Works with and around all types of animals and animal matter in enclosed areas.

Performs kenneling of dogs and cats delivered to the shelter; maintains physical control of both large and small dogs and feral cats by using a catchpole, squeeze trap, and other restraint devices.

Provides food and water for animals; grooms and bathes animals for adoptions; provides other necessary care for animals housed at the shelter. Administers medications, as directed by the Shelter Veterinarian, to animals recovering from injuries and/or surgeries;

Cleans animal cages, kennels, traps and transport carriers; assists in daily routine cleaning.

Meets and assists visitors who come to the shelter; provides information to the public; answers questions and helps resolve problems; receives and responds to citizen complaints.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

**1. Education and Experience:**

This is an entry level position requiring no minimum amount of education or experience. Preference may be given for experience or training in an animal shelter environment.

**2. Special Qualifications:**

Must be at least sixteen years old.

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** departmental practices, procedures and policies.

**Ability to:** identify animal breeds; work weekdays, evenings, weekends and holidays; lift heavy objects and animals up to 100 lbs.; handle and work effectively with animals of various sizes; use necessary cleaning chemicals to clean and disinfect cages, kennels, carriers, etc.; use tools and equipment common in the use animal control; work independently on routine assignments; maintain effective working relationships with supervisors, other employees, other agencies,



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animal owners and the general public; follow written and oral instructions; communicate effectively (orally and in writing).

### WORKING CONDITIONS

Work in stressful and noisy conditions. Required to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 100 pounds; work outdoors in varying temperatures and climates; work with aggressive and potentially vicious animals; work in an environment with exposure to deceased, sick and injured animals, animal matter, hair and noxious odors; work with cleaning materials; use strength and agility while working with active animals. Presents a professional appearance to the public at all times.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***