



## CITY OF PORT LAVACA

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**JOB TITLE:** Animal Shelter Attendant  
**DEPARTMENT:** Animal Control (Police Dept.)  
**JOB CODE:** 5130c

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### **JOB DEFINITION:**

To perform a variety of duties involved in enforcing City and state laws governing the care and upkeep of animals in the City and to impound, care for, and dispose of animals as appropriate. Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist in conducting education programs including making presentations at schools, educating citizens in the neighborhoods and responding to questions on the telephone.
- Perform light office work including: answering phone, taking messages and complaints.
- Take lost/found reports and call owners about lost/found animals.
- Checks out humane traps and calls residents about overdue traps.
- Check-in owner surrenders, resident drop-offs, and euthanasia drop offs.
- Retrieve owner redemptions.
- Fill out and process out impoundment cards.
- Assist residents with dead animal drop offs.
- Assist with the care and maintenance of the shelter and the animals including cleaning the shelter and feeding the animals.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff, maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.
- Perform other duties as assigned.

### **KNOWLEDGE AND SKILLS REQUIRED:**

- City policies and procedures
- Applicable Texas state rules and regulations, and City ordinances.
- General safety practices, and animal capture and restraint techniques and equipment.

- Regional animal care resources available to citizens.
- Basic principles of record keeping and records management.

**Skill in:**

- Exercising patience, care, and compassion in dealing with animals.
- Basic customer service skills.
- Good working knowledge of computer operations and general office procedures.
- Care, maintenance, and safe operation of specialized animal control tools and equipment.
- Explaining City policies and procedures.
- Following and communicating verbal and written instructions.
- Dealing tactfully and courteously with the public and handling stressful situations and angry people.
- Establishing and maintaining cooperative working relationships with co-workers.
- Using a personal computer and basic software applications.
- Communicating effectively verbally and in writing.

**Education and/or Experience:**

High school diploma or general education degree (GED); ability to work flexible work schedule as required by the department, some experience with animals, their care and diseases is preferred.

**Certificates, Licenses, Registrations:**

Valid Class C Driver's License.

**Physical Demands and Working Environment:**

Exposed to confined animals that may have diseases. May use hazardous chemicals in cleaning and euthanasia. Exposed to adverse environmental conditions to include, but not limited to, fumes, dust/mites, noxious odors, chemicals, solid waste substances, animal feces, urine, saliva, and blood. Ability to lift a minimum of 50 lbs.