

ANIMAL CARE ASSISTANT

Job Code	Pay Grade
20030	CL6

Nature of Work

This is responsible animal care and animal services' maintenance work at a large animal control shelter operation. Employees in this class care for impounded animals and assist the public on animal control-related matters. Duties involve feeding and observing the condition of animals held in the kennel. The incumbent implements sanitary policies, ensures humane conditions, and performs a variety of independent tasks. Incumbent performs and assists with euthanasia tasks on animals. An incumbent may continue to perform Animal Care Assistant functions for an indefinite time or non-competitively advance to Animal Services Representative at the discretion of the appointing authority. The incumbent reports to a supervisor or designee.

Minimum Qualifications Requirements

- 3 months of animal care/training experience or coursework in veterinary technology; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Applicant must secure State Euthanasia and Crematory Certification; or equivalent credentials recognized by the Florida Animal Control Association within 6 months of hire.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Checks for licensing and inoculation of animals admitted to kennel; records animal history, weight, food intake, and license tags, microchips, or vaccination/license tags.
- Assists Veterinary Technicians to constrain animals, prepares animals for surgery, and does post surgery examination.
- Assists with euthanasia and cremation processes.
- Cleans and sterilizes operating room, instruments and equipment.
- Prepares dead animals for delivery to Health Department for laboratory analysis.
- Feeds and waters animals according to established schedules; cleans and disinfects cages, pens and walking yards.
- Inspects animals for signs of illness and/or injuries; reports health problems to supervisor or medical personnel.
- Assists veterinary staff in screening animals for adoption.
- Transports animals to and from the surgical area and between quarters.
- Responds to in-person or telephone requests for information concerning lost animals, admission of strays or unwanted animals, and licensing laws.
- May perform custodial and housekeeping tasks, preventative maintenance and equipment repair.
- Performs related work as assigned or required.

ANIMAL CARE ASSISTANT (continued)

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Knowledge, Skills, and Abilities

- Knowledge of basic animal control procedures and techniques for the care and feeding of animals.
- Knowledge and skill to restrain, handle, and care for animals in a humane manner.
- Knowledge of breeds and skill to classify animals.
- Ability to acquire knowledge of department regulations and to apply same to work situations.
- Ability to understand and follow oral and written instructions.
- Ability to communicate tactfully and courteously with the public.
- Ability to maintain basic records.
- Ability to identify behavior characteristics of animals for adoption screening purposes.

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Revised	EEOC Code	Overtime Code
1/16	Service Maintenance	Classified