



CITY OF NORCO

DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES **Animal Control Division**

KENNEL AIDE **20 HOURS/WEEK, MAXIMUM 999 HOURS IN FISCAL YEAR**

HOURLY RATE: Starting \$10.00/Hour

BENEFITS:

Sick time accrual, one hour for every 30 hours worked with a 48 hour accrual maximum. The City does not participate in Social Security. In lieu of social security, employee contributes 5% and City contributes 2.5% in a 457 plan.

TYPICAL DUTIES & RESPONSIBILITIES:

Cleans and cares for impounded animals at the shelter such as clean cages and dog runs, replenish food and water supplies, and exercises animals.

Provides basic animal health care to sick or injured animals; provides grooming services, such as bathing animals; updates medical histories.

Provides information to the public on animal adoption, care, licensing, and vaccination responsibilities.

May attend training classes for the care and handling of animals.

Performs other related duties as assigned.

May require evening, weekend, and holiday work hours.

QUALIFICATION GUIDELINES:

Any combination of experience and education that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge and abilities is as follows:

Experience: Six months paid or volunteer experience caring for and handling animals. General experience of computers and data entry.

Education: High School Diploma or equivalent.

Knowledge: Minimum knowledge of small and large domestic animals and general information regarding wild animals. Understanding of office environment and computer experience is required.

Ability: Minimum skill in handling, rescuing and caring for wild and domestic animals. Skill in computer and data entry. Skill in oral and written communications and in establishing and maintaining effective working relationships.

License: Possession of or ability to obtain and maintain a valid California driver license and a satisfactory driver record.

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position. Manual dexterity sufficient to use hand tools, write, use telephone, two-way radio and related equipment. Vision sufficient to read printed materials. Hearing sufficient to conduct in person and telephone or on a two-way radio and be heard and clearly understood in conversations; speaking ability in an understandable way, with sufficient volume to be heard in a normal conversational distance, on the telephone and on a two-way radio. Physical agility to maneuver animals occasionally weighing up to 100 pounds, push/pull, squat, twist, turn, bend, stoop and reach overhead to attend to animals, pushing/pulling of animal cages and equipment and supplies, reaching in all directions and prolonged periods of time. No severe allergic reactions to animals. Physical mobility sufficient to sit in a vehicle for prolonged period of time, stand, walk, and/or run in pursuit of animals on uneven surfaces, physical strength to lift up to 100 lbs several times per day; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions.

EMERGENCY SERVICES:

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster. Employee must complete required FEMA courses within six months of employment.

SELECTION PROCESS: Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. Before submitting an application, please read the minimum qualifications for the position.

Final appointments will be subject to a selection interview with the Animal Control Superintendent and the remaining conditional steps in the hiring process. Applicants selected for testing will be notified by Human Resources.

FILING PERIOD: Applications must be received in the Human Resources Division. Position will remain open until filled. **Applicants must complete and submit an original City of Norco employment application, resumes are not accepted in lieu of a City application. Faxes or emails will not be accepted.** Cover letters and/or resumes are encouraged to be included with the application to help outline the candidates experience/qualifications for the position.

APPLY TO: City of Norco, 2870 Clark Avenue, Norco, CA 92860. City applications may be downloaded from the City's website, www.ci.norco.ca.us.

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

IMMIGRATION LAW:

All new employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

BACKGROUND CHECK:

All employment offers are conditional based on the successful completion of a background investigation, physical and drug and alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

The provisions of this bulletin does not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.