



**CITY OF
NORCO**
HORSETOWN USA

Employment Opportunity

KENNEL AIDE

PART-TIME

20 HOURS/WEEK, MAXIMUM 999 HOURS IN A FISCAL YEAR

(weekend and holiday hours may be required)

SALARY: \$14.00-\$17.02/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.

HUMAN RESOURCES DIVISION

2870 Clark Avenue, Norco, CA 92860 • (951) 270-5655 • hr@ci.norco.ca.us • www.norco.ca.us/hr

Ability: Minimum skill in handling, rescuing and caring for wild and domestic animals. Skill in computer and data entry. Ability to communicate with professionalism, courtesy and tact. Knowledge of customer service and public relations practices, procedures and techniques.

License: Possession of or ability to obtain and maintain a valid California driver license and a satisfactory driver record. Employees are enrolled in the Department of Motor Vehicles (DMV) government Employer Pull Notice Program.

EMERGENCY SERVICES:

In accordance with Government Code Section 3100, in the event of a disaster, all city employees are considered disaster service workers and may be required to perform assigned emergency service duties in the event of an emergency or disaster. Employees must complete required FEMA courses within six months of employment.

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.

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

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.

FILING PERIOD: Open Until Filled. **Recruitment may close at any time without further notice. Applicants must complete and submit an original City of Norco employment application. Resumes are not accepted in lieu of a City application.**

APPLY: Applications may be submitted online at www.norco.ca.us. Please notify the Human Resources Division at (951) 270-5655 in advance if you require special accommodations to complete the application process. All applicants will be notified of the selection process via e-mail.

EEO:

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, gender identity, 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.

BACKGROUND CHECK: All employment offers are conditional based on the successful completion of a background investigation, physical, drug and/or 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.

E-VERIFY: The City of Norco is an E-Verify employer. E-Verify is an internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees in the United States.

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.

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