

POSITION: Shelter Attendant
DEPARTMENT: Animal Services
Grade: 22
Starting Salary: \$33,287.54
Posted: March 20, 2026
Closing: April 3, 2026



General Definition of Work

Clerical and semi-skilled work in the operation of the Macon County Animal Services Shelter. Including maintaining records and files, completing reports, collecting and recording fees, and ordering and inventorying supplies and equipment. Employee is responsible for interacting with the public, in person and by telephone, arranging for adoption of animals, the care and feeding of animals in custody, and the cleaning and maintenance of animal cages. Employees may dispatch animal control officers and may assist them in the performance of their duties.

Knowledge, Skills, and Abilities

General knowledge of the proper care and feeding of animals. General knowledge of office policies and procedures. Ability to meet and deal with the public tactfully, courteously, and effectively. Basic math skills.

Minimum Training and Experience

Graduation from high school and one year of clerical and/or animal shelter experience; or an equivalent combination of training and experience.

Special Requirements

- Valid driver's license

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER
All prospective employees are subject to a criminal background check
References may be requested