

Employment Opportunity

Position: Animal Shelter Attendant
Macon County Public Health

Salary: \$15.5375 / 19 hours per week

Closing date: October 4, 2024

Responsibilities

The primary function of this job is the feeding of animals in custody; and the cleaning and maintenance of animal cages. This position will also assist with a variety of clerical duties including maintaining records and files, completing reports, collecting and recording fees and ordering supplies. Work may involve interacting with the public, in person and by telephone. May also assist Animal Control Officers with the performance of their duties. Will require weekend work with hours not to exceed 19 per workweek.

Minimum Training and Experience Requirements

Applicants must have a general knowledge of the proper care and feeding of animals. Working knowledge of State and county animal control laws, policies, and procedures and, some knowledge of public health rabies control laws is necessary. General knowledge of office policies and procedures and ability to meet and deal with the public tactfully, courteously, and effectively and, basic math skills are a must have.

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

How to apply:

1. Applicants must register with NC Works at www.ncworks.gov.
2. Applicants must submit a **State application (PD-107)** and, **if needed PD 107 continuation job sheet** in person at the address below on or before the closing date.
3. **Applications must include 3 references with their contact information.**
4. **Applications must include a valid email address for the applicant, as all correspondence from the employer to the applicant will be electronic through email.**

Resumes will not be considered but may be attached to PD-107. No applications are accepted at Macon County Human Resources or Macon County Public Health. A criminal background check will be completed before hiring.

Division of Workforce Solutions - NC Works
Court House Annex
5 West Main Street
FRANKLIN, NC 28734

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER