

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**ANIMAL CARE TECHNICIAN (PS101644)**

**DEPARTMENT: ANIMAL SERVICES**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Adhere to the highest ethical standards and provisions of animal care in a safe, competent, professional and humane manner at all times. Perform shelter exam and evaluation of each animal upon intake. Evaluate animals for any illness or injuries needing immediate treatment. Animal processing and testing. Assist with animal husbandry and medications. Assist in surgery. Responsible for cleaning and maintaining inventory in dog clinic, cat clinic, laboratory, and euthanasia room. Responsible for isolation ward and isolation animals. Ensure hospitalized patients are receiving care as needed. Coordinate with foster staff/intake staff to schedule appointments for rechecks. Provide quality service to clients, volunteers, and staff recognizing their individual contributions to the success of our organization. Maintain knowledge and current certifications related to compliance with appropriate procedures and regulations for animal containment and animal care standard violations. Maintain and safely operate equipment used in the performance of duties related to the position. Perform other duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent, and six (6) months related experience.

Must have or be able to obtain a euthanasia certification within six (6) months of employment.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Must be comfortable working with all animals.

Must be self-guided individual requiring minimal supervision.

Must be flexible with schedule changes and short notice overtime requests.

Desire to be part of an entrepreneurial team that is goal-oriented, collegial and innovative.

Collaborative team player experienced in working with multiple departments and co-workers.

Enthusiastic about working with the public.

Ability to work under pressure.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one is not on file.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must frequently lift and/or move up to ninety (90) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports directly to the Animal Services Manager.** Thirty-seven and one half (37.5) hours per week. Employees who work at the Animal Shelter are required to work a rotating work schedule. Must be flexible to work anytime during normal working hours Monday through Friday from 8:00am until 6:00pm; Saturday and Sunday from 9:00am to 5:00pm. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Animal Care Technician – Grade: 109**

**Entry Base Level Bi-Weekly Pay Range: \$1022.35 - \$1175.70**

**Date of Posting: 11/13/2017**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

**APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.**