

KENNEL TECHNICIAN – ANIMAL SHELTER

Cherokee County, SC



Location

163 Progressive Drive
Gaffney, SC 29340

Job Type

Full Time

Department

ANIMAL SHELTER

FLSA

NON-EXEMPT

Job Summary

Assists in maintaining daily operations of the county animal shelter. Responsible for assisting with intake and care of animals, maintaining clean and sanitary kennel conditions, monitoring animal health and behavior, and providing support to the public regarding animal services.

Essential Functions

Essential Functions	% of Time
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Animal Care and Shelter Operations	35%
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- Assist with intake and outtake of animals at the shelter.
- Verify rabies vaccinations and scan animals for microchips or identification.
- Monitor behavior of quarantined animals and observe for signs of illness or rabies.
- Maintain proper feeding, cleaning, and sanitation procedures within kennel areas.
- Provide disease prevention measures and maintain sanitary conditions.

Animal Handling and Control	25%
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- Safely handle fractious, aggressive, or wild animals.
- Escort reclaimed animals to veterinary services for rabies vaccinations when required.
- Humanely euthanize animals in accordance with state laws and established

procedures.

- Load and transport euthanized animals for proper disposal.

Records and Compliance 20%

- Maintain shelter records consistent with DEA and SCDHEC requirements.
- Assist with documentation and records associated with animal intake and care.
- Assist with enforcement of shelter policies and applicable county, state, and federal codes.

Public Interaction and Education 15%

- Educate the public on animal care and shelter policies.
- Assist members of the public with questions or concerns related to animals.
- Work effectively with individuals who may be upset, emotional, or demanding.

Other Duties as Assigned 5%

- Perform other duties necessary to support shelter operations.

Qualifications

Education and Experience

- High school diploma or GED required.
- Experience working with animals or in animal care environments is preferred.
- Equivalent combinations of education, training, and experience may be considered.

Knowledge, Skills and Abilities

- Knowledge of basic animal care practices including feeding, cleaning, and disease prevention.
- Ability to assist with intake and release of animals and maintain accurate shelter records.
- Ability to handle aggressive, frightened, or injured animals safely.
- Ability to assist with rabies verification, vaccinations, and veterinary visits.
- Ability to communicate effectively with coworkers and the public.
- Ability to maintain sanitation and proper kennel conditions.

Working Conditions

Primary Work Location: Cherokee County Animal Shelter
163 Progressive Drive Gaffney, SC 29340

Physical Demands

Work requires standing, walking, bending, lifting, and handling animals. Employees may regularly lift animals or equipment weighing up to approximately 50 pounds.

Mental Demands

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.