

<b>Position Code: 7020</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 1</b>	<b>EEO Category: 8</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide care for animals in the City Animal Shelter. The class is responsible for feeding, watering, medication and vaccine administering, disease recognition, wound treatment, and record maintenance. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> <li>• Provides general care for animals in the Shelter, including watering, feeding, grooming, performing routine tests and exams, and treating wounds.</li> <li>• Cleans cages/kennels housing animals.</li> <li>• Performs inspection of sick animals; administers prescription medication under direction of veterinarian.</li> <li>• Interacts with the public to provide information on Shelter animals or to assist with adoptions.</li> <li>• Transports animals to veterinarian or groomer as directed.</li> <li>• Assists with euthanizing of animals.</li> <li>• Performs maintenance on building.</li> <li>• Performs routine record keeping.</li> <li>• Trains and oversees new Caretakers.</li> <li>• Performs other related duties as assigned.</li> </ul>

GENERAL STANDARDS	
<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Follows instructions and orders of supervisor.
<b>Reasoning Requirements</b>	Performs semi-routine work solving occasional problems.
<b>Mathematical Requirements</b>	Performs basic addition and subtraction, such as making change or measuring.
<b>Language Requirements</b>	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
<b>Mental Requirements</b>	Performs simple, repetitive manual, clerical, or operating tasks following a few definite procedures; performs minor short term planning; requires little attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of one month of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	
<i>This is a class specification and not an individual position description. A class specification defines the general</i>	

City of Chesapeake

Class Title: Shelter Attendant

*character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*