

Animal Shelter Attendant

Location: Greene County Animal Shelter

Job Type: Full-Time

Annual Salary: \$30,530

Job Summary:

The Greene County Animal Shelter is seeking a compassionate and dependable **Animal Shelter Attendant** to support daily shelter operations. This role involves caring for animals, maintaining a clean and safe shelter environment, assisting the public with adoptions and claims, and maintaining accurate records.

Key Responsibilities:

- Clean and sanitize animal kennels and shelter areas
- Feed and provide water to animals; monitor animal health and safety
- Assist with animal intake, care, and preparation for adoption
- Vaccinate animals for rabies (training provided as required)
- Care for sick or injured animals and document conditions
- Assist the public with animal adoptions and claims, including paperwork and fee collection
- Answer phone calls and respond to routine animal control inquiries
- Maintain shelter records and reports
- Perform light facility maintenance
- Assist animal control officers and work with shelter volunteers

Knowledge, Skills, and Abilities:

- Basic knowledge of animal care and handling
- Good customer service and communication skills
- Ability to work with the public professionally and courteously
- Ability to maintain accurate records
- Basic computer and office skills

Physical Requirements:

- Ability to lift up to 50 pounds occasionally
- Ability to stand, walk, bend, kneel, and perform physical tasks throughout the workday
- Ability to observe animals closely and work in a shelter environment

Minimum Qualifications:

- High school diploma or equivalent
- Experience working with animals and the public preferred
- Valid NC driver's license
- Ability to obtain rabies certification within the required timeframe

Work Environment:

Work involves exposure to animals, including potential risks such as bites or contact with animal diseases.

How to Apply:

The application for employment may be downloaded from the County's website at <https://greencountync.gov/departments/human-resources/> . Completed applications can be mailed to Human Resources, 229 Kingold Blvd., Suite D, Snow Hill, NC 28580 or emailed to human.resources@greencountync.gov . This position does not have a closing date and may be filled at any time. Only candidates selected for an interview will be contacted.