

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 04/05/02 REVISION: 1/5/11, 9/23/11	CLASS TITLE: ANIMAL CARE PROVIDER	CODE: 65920 A30
	MAJOR AGENCIES: ANIMAL RESOURCE CENTER	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT: Entry level class in animal care control occupation under close supervision requiring some knowledge of custodial care applicable to animals in order to care for sheltered animals as outlined in rank 1 job duties and also must perform rank 2 and 3 job duties.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Provides care for sheltered animals (e.g., feeds, waters, cleans and exercises animals), and cleans and disinfects cages, floors and related kennel areas in accordance with established practices, selects animals for adoption, assists veterinarians with examinations, administers vaccines and medications to animals as required, performs euthanasia of injured, sick and unadoptable animals by established approved methods.	<u>Knowledge of</u> (euthanasia technician)*, 10 (safety practices)*, 11a (public relations)*, 13 (office practices and procedures)*, 15 (counseling)*, 16 (interviewing)*, 20 (natural sciences--basic animal biology), 23 (law--legal requirements regarding licensing and dog control)*; <u>Skill in</u> 29 (equipment operation--PC, two-way radio, microfiche)*; <u>Ability to</u> (communicate effectively in written and oral form), 30f (deal with problems involving several variables in familiar context), 30g (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 30h (apply principles to solve practical, everyday problems), 31c (add, subtract, multiply & divide whole numbers), 32j (maintain accurate records), 34b (work alone on most tasks), 34c (cooperate with co-workers on group projects), 35c (must be able to lift up to 50 lbs. & demonstrate full range of motion for bending, stooping & lifting) ((must be able to push and pull up to 65 lbs.)). (*Developed After Employment)
2	Escorts individuals through kennels to identify lost dogs, conducts pre-adoption interviews to ensure responsible placements, provides information to individuals (e.g., prices, conditions of adoption and effective care, state and local laws, animal behavior management, pet selection), prepares carcasses for disposal, and disposes of animal remains according to state health regulations and established practices.	
3	Enters and retrieves information on computer (e.g., animal records), assists in general office operations (e.g., answers phones, provides information to public regarding licensing and dog control requirements), and operates portable two way radio and uses various equipment to locate information (e.g., microfiche, computer terminal). (Performs Related Duties As Required)	

UNUSUAL WORKING CONDITIONS:
Subject to rotating and flexible variable shifts; exposed to noise, exposed to pet dander, odors and infectious animal bites.

MINIMUM CLASS REQUIREMENTS: (Including License, If Any)
Completion of high school diploma; ability to read and write common vocabulary. Must have valid Ohio Drivers License with acceptable driving record. **-OR alternative, equivalent evidence of the Minimum Class Requirements.** (Other Evidences May Be Substituted)

TRAINING & DEVELOPMENT:
Must obtain Euthanasia Technician certification within 6 months of hire date. Must maintain CET certification.