

JOB DESCRIPTION

Animal Control Kennel Staff

GENERAL SUMMARY

Under the general supervision of the Animal Control Director, is responsible for the general cleaning, maintenance, and upkeep of the shelter, and responsible for the general care of the animals in the Shelter.

1. Performs all tasks assigned by the Animal Control Director.
2. Clean cages, cat litter pans, bowls, and Kennels in the Shelter, as needed, to maintain a sanitary environment for the Animals in the Shelter.
3. Do routine cleaning, including laundry, dishes, floors, walls, etc
4. Do routine yard/shelter maintenance, including mowing, snow removal, raking, painting, etc
5. Greet public and assist them with the animals in the shelter.
6. Must be able to handle all the animals in a safe and gentle manner.
7. May be required to drive the ACO trucks in order to transport animals, or pick up needed items.
8. May be required to assist the front desk as needed.
9. Must be able to lift heavy weights on a daily basis.
10. Must be able to lift and bathe animals as needed.
11. Must be able to give routine medications and/or vaccines to animals in the Shelter.
12. Organizes supplies, laundry, and donations of goods in the shelter.
13. Ability to follow instructions

Education and work experience

High school diploma or equivalent.

Prior experience working with animals.

Prior experience in maintenance/cleaning.

Any comparable combination of experience, education, or training.

Valid Michigan driver's license

WORKING CONDITIONS

Will be exposed to odors, and material found in carrying out the duties of the Animal Shelter staff. Must be able to work in a noisy environment.

ATTACHMENT B

Title	Start		After 1 Year in Job		After 2 Years in Job		After 3 Years in Job	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
General Fund Account Clerk	\$32,171.45	\$16.50	\$33,212.47	\$17.03	\$35,293.87	\$18.10	\$37,375.93	\$19.17
Asst. Gen. Fd. Account Dep. Clerk	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Deputy Clerk, Register of Deeds/Abstract	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Deputy Treasurer	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Asst. Veterans Affairs Counselor	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Secretary / Caseworker	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Computer Coordinator - Clerk- Field Appraiser	\$29,870.85	\$15.32	\$30,911.90	\$15.85	\$32,993.30	\$16.92	\$35,075.37	\$17.99
Paralegal	\$29,870.85	\$15.32	\$30,911.90	\$15.85	\$32,993.30	\$16.92	\$35,075.37	\$17.99
Clerk - Field Appraiser	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Custodian	\$26,976.66	\$13.83	\$28,017.66	\$14.37	\$30,099.06	\$15.44	\$32,181.14	\$16.50
Crime Victim Rights Advocate(May be full or part-time)	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Clerk - Field Appraiser 2	\$31,524.74	\$16.17	\$33,673.39	\$17.27	\$36,082.75	\$18.50	\$38,147.24	\$19.56
Clerk - Field Assistant/Mapping Technician	\$29,857.89	\$15.31	\$30,898.91	\$15.85	\$32,980.31	\$16.91	\$35,062.37	\$17.98
Animal Control Officer (Certified)	\$30,225.00	\$15.50	\$32,175.00	\$16.50	\$34,125.00	\$17.50	\$36,075.00	\$18.50
Animal Control Clerk	\$27,817.34	\$14.27	\$28,858.48	\$14.80	\$30,939.89	\$15.87	\$33,021.95	\$16.93
Animal Control Kennel/Office Worker	\$26,976.66	\$13.83	\$28,017.66	\$14.37	\$30,099.06	\$15.44	\$32,181.14	\$16.50