

JOB DESCRIPTION

ANIMAL SHELTER OFFICE ASSISTANT

GENERAL SUMMARY

Under and direct supervision of the Animal Control Director, acts as lead office person for the Animal Control/Shelter Department and perform a wide variety of clerical duties.

MAJOR POSITION DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

1. Answers phone and greet public and provide information on the Department, adoption of animal, etc.
2. Organizes, maintains a variety of department files; orders supplies, prepares mailings.
3. Provides clerical support to Director and other staff.
4. Prepare a variety of reports and grants under the direction of the Director.
5. Maintains the department budget and processes invoices.
6. Accepts, payments for service, prepares deposit/monthly transmittal advices.
7. Refer animal control complaints to appropriate staff.
8. May supervise volunteer/other staff in office functions and as assigned by the Director.
9. Performs other duties as assigned by Animal Control Director.

EDUCATION AND WORK EXPERIENCE

High school degree or equivalent.

Prior experience working in an office environment including standard computer software programs (Word processing, spreadsheet, excel, etc.) and/or with animals.

Any comparable combination of experience, education or training.

SPECIAL LICENSURE

Valid Michigan Driver's License required.

OTHER REQUIREMENTS

Ability to work under stressful conditions.

Ability to learn animal control operating procedure, computer program, and preparation of the reports.

Work under minimal supervision.

General proficiency of personal computers and other general office equipment.

Ability to comprehend process and apply both verbal and written skills appropriate to the job.

Ability to follow complex oral and written instructions.

Ability to apply rules, regulations and correct administrative practice, procedures and policies.

Ability to research, complies and interprets data, and determine course of action.

Ability to maintain confidentiality.

No significant physical skills required: Employee must be able to sit, stand, climb and walk under normal office conditions.

WORKING CONDITIONS

Position performs duties in a general office environment. Work 28 hours a week no weekends. Will be exposed to odors and material found in an animal shelter.

THE SPECIFIC STATEMENTS CONTAINED IN THIS DESCRIPTION ARE NOT INTENDED TO BE ALL INCLUSIVE. THEY REPRESENT TYPICAL ELEMENTS AND CRITERIA CONSIDERED NECESSARY TO SUCCESSFULLY PERFORM THE JOB.