

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Kennel Worker	OPENING DATE: January 8, 2018
SALARY: \$ 10.00 per Hour	APPLICATION DATE: Until Filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under direct supervision, incumbent performs public health work by enforcing laws relating to impoundment, euthanasia and disposal of all animals at the shelter. Individual of this class may be subject to harsh comments from irate citizens. Basic computer knowledge is a mandatory requirement. Workweek may vary to include duty on weekends and/or holidays. Incumbent may perform other duties as required. This job is of a very responsible nature. Individual must have ability to deal effectively with stressful situations and work well independently.

EXAMPLES OF WORK

1. Manages overall kennel area to include, but not limited to, checking security of runs and kennels, safety and health condition of animals in confinement, and maintenance of food and water supply of each animal housed. Examines animals to determine disposition or placement of animal in shelter.
2. Responsible for securing and storage of all supplies and feed.
3. May serve as the contact person responsible for escorting the public into kennels for adoption of animals and/or recovering a lost pet.
4. Enters necessary data into computer and retrieves such information so as to compile monthly reports.
5. At times, may be required to pick up animals.

QUALIFICATIONS

Training and Experience: High school diploma with at least one (1) year of experience in data entry. Must have a valid Louisiana driver's license.

Knowledge, Abilities, and Skills: Ability to read, write and make reports both orally and in writing. Be computer literate to the point of entering data needed and retrieving such data so as to compile a statistical report on such things as number of animals brought in, the number disposed through euthanasia and the number adopted. Must be able to deal with both employees and the general public in a professional and courteous manner. Must be in good physical condition and able to lift a minimum of 50 pounds. Must be willing to be vaccinated against rabies and give animals shots when necessary. Previous experience in caring for and handling of animals.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury
Personnel Office
Ouachita Parish Courthouse
300 St. John Street, 2nd Floor
Telephone: 318-327-1340**

Equal Employment Opportunity Employer