

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

December 5, 2017

NOTICE OF JOB VACANCY

Department with
Vacancy:

Animal Shelter

Job Title:

CSR/Kennel Tech/Euthanasia Tech

Schedule and Grade for
Position:

Office Hours, Monday-Friday 7:30 am – 4:00 pm, with occasional Saturday work.
Occasional Overtime may be required
Grade 4, Step to be determined (based upon experience)

Position Description:

Answer phones, take complaints and dispatch officers. Do paperwork and computer admissions on all intakes, euthanasia, adoptions, etc. Assists with fosters, volunteers, scheduling community service workers. Cleans and disinfects animals, shelter, kennels and cages. Feeds and ensures animals receive medical attention as needed. Performs euthanasia and disposes of animals properly. Assists other employees as needed. Other duties as required.

Requirements for
Position:

- Skills to be able to communicate effectively with county officials, co-workers and the general public in a courteous and professional manner.
- Ability to communicate in person, in writing and on the phone.
- Must be computer proficient.
- Must possess knowledge of animal behavior and symptoms of contagious animal diseases.
- Must pass a security clearance and background check.
- Must have a CPR and First Aid certification.
- Must be able to pass all required courses related to position (NIMS and FEMA classes) and must be able to possess and maintain certification in euthanasia as well as other certifications as required.
- Must possess and maintain a valid driver's license and have a driving record that meets standards set by the county's insurance carrier.

This is a "safety-sensitive" position. Successful candidate must pass a pre-employment drug test and will be subject to random unannounced drug testing throughout employment with the County in a "safety-sensitive" position.

Education:

- Must possess a high school diploma or equivalent.

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department to fill out an application. Applications are also available for download at www.co.cullman.al.us Applications will be taken from 8:00am Wednesday, December 6, 2017 until position is filled. (Posted for a minimum of 7 days)

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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