



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	6/15/2022	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>CSR / KENNEL TECH / EUTHANASIA TECH</b>	
<b>DEPARTMENT</b>	<b>ANIMAL SHELTER</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
<b>PAY GRADE</b>	<b>Grade C4, Step 0 (\$13.17/hr.)</b>	
<b>POSITION DESCRIPTION</b>	<p>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. Takes in and assists the general public to adopt animals. May be required to assist in Animal Control duties as needed. Assists Shelter Manager, Director, and other staff when requested. Other duties as required.</p>	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• Skills to be able to communicate effectively with county officials, co-workers, and the general public in a courteous and professional manner.</li> <li>• Ability to communicate in person, in writing and on the phone.</li> <li>• Must be computer proficient.</li> <li>• Must possess knowledge of animal behavior and symptoms of contagious animal diseases.</li> <li>• Must have a CPR and First Aid certification or ability to become certified.</li> <li>• 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.</li> <li>• Must possess and maintain a valid driver's license and have a driving record that meets standards set by the county's insurance carrier.</li> </ul> <p>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.</p>	
<b>EDUCATION</b>	Must possess a high school diploma or equivalent.	
<b>HOW TO APPLY</b>	<p>Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2<sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055  Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>  Faxed to: (256) 775-4670</p> <p style="text-align: center;">The Personnel Department may be contacted at (256) 775-4891</p>	

*Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.*