

City of Denham Springs

Job Description

Job Title: Animal Control Helper II
Department: Animal Control
Reports to: Animal Control Officer/Manager
FLSA Status: Non-Exempt
Starting Rate: \$15.13

Job Summary:

As an Animal Control Helper II, you play a crucial role in the day-to-day operations of the animal shelter. This position is responsible for ensuring the safety, comfort, and cleanliness of the facility, as well as the overall well-being of the animals in the City's care.

Duties and Responsibilities:

- Feed, water, and provide basic care for the animals in our facility.
- Walk and exercise dogs according to their needs and schedules.
- Monitor the behavior and health of animals, reporting any issues to management.
- Clean and sanitize kennels, litter boxes, and common areas to maintain a safe and sanitary environment.
- Assist with grooming and bathing of animals as needed.
- Interact with the public regarding animal intake, adoptions, and general inquiries.
- Maintain detailed records of animal care, medications, and treatments.
- Assist with administrative tasks as needed.
- Perform other duties as assigned.

Job Qualifications:

- Previous experience working with dogs and cats is preferred.
- Excellent communication skills with the ability to interact professionally with the public.
- Ability to work effectively in a team environment.
- Knowledge of and passion for animal care and welfare.
- Strong attention to detail and ability to follow oral and written instructions.
- Ability to work in a physically demanding environment, including lifting, cleaning, and working outdoors.
- Basic computer skills to enter and maintain animal health information in a database.
- Willingness to work weekends and holidays.
- Must be at least 18 years of age and possess a valid driver's license.

Education/Experience:

High school diploma, GED, HiSET, or equivalent certificate of competency.

NOTE:

The City of Denham Springs is an equal opportunity employer. The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related, or a logical assignment to the job.