



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

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July 9, 2018

## **PUBLIC NOTICE**

The City of South Salt Lake is accepting applications for the following **PART-TIME** position:

### **PART-TIME ANIMAL SHELTER TECHNICIAN**

#### **POSITION SUMMARY**

The Animal Shelter Technician works under the direction of the Animal Services Supervisor; responsible for sheltering and disposing of animals that threaten the health and safety of City residents. Assists the public at the front desk, both in person and on the phone.

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#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Operates and maintains City animal shelter
    - 1.1 Cleans, and maintains animal shelter and related equipment and supplies
    - 1.2 Maintains records relating to shelter, euthanization, licenses, impounds, and adoptions
    - 1.3 Other duties as assigned
  2. Provides assistance to public
    - 2.1 Answers and directs shelter incoming telephone calls
    - 2.2 Assists public with animal adoptions, impounds, etc.
    - 2.3 Provides research assistance to owners of lost animals
    - 2.4 Assists City visitors needing basic information
    - 2.5 May provide information or lecture about animal services at community events/meetings
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#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

- Graduation from a high school or GED equivalent, or any equivalent combination of related education and experience.

##### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of animal care and disposal techniques; knowledge of animal shelter operations; knowledge of City laws and ordinances relating to animal control.
  2. Skill in animal handling; skill in word processing, office machine usage and the operation of personal computers
  3. Ability to communicate effectively, both verbally and in writing.
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#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is frequently required to sit and talk or hear, stand and walk. The employee is occasionally required to use hands to operate objects, tools or controls, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

While performing the duties of this job, the employee occasionally may work in outside weather conditions. The employee occasionally works near moving mechanical parts and occasionally exposed to wet and/or humid conditions. The employee may be exposed to strong odors. The noise level in the work environment is usually moderate to high.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**WAGE RANGE: \$11.82 per hour, approximately 19 hours per week**

**CLOSING DATE: Open Until Filled**

**MUST COMPLETE CITY APPLICATION**

**Resumes submitted without application will not be considered.**

Application available on website at [www.southsaltlakecity.com](http://www.southsaltlakecity.com) Email to HR@ssl.com and fax to

**801-412-3276**

**or apply in person**

**CITY OF SOUTH SALT LAKE**

**220 EAST MORRIS AVENUE (2430 South)**

**2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER**

**THIS ORGANIZATION USES E-VERIFY**