



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Animal Care Assistant

An Equal Opportunity Employer

SALARY

\$14.89 - \$18.09 Hourly \$1,195.28 - \$1,452.15 Biweekly \$2,589.77 - \$3,146.33 Monthly
\$31,077.22 - \$37,756.00 Annually

OPENING DATE: 03/01/18

CLOSING DATE: 03/13/18

THE POSITION



Sonoma County Animal Services Seeks an Animal Care Assistant!

The Animal Care Assistant is an essential member of the Department of Health Services Animal Services team. Working in the Animal Shelter, this challenging yet rewarding position assists in caring for animals and maintaining facilities. Duties include:

- Cleaning kennels and other areas inside and outside the shelter
- Ensuring food and water containers are filled
- Maintaining inventory and storage of food
- Replacing soiled litter and changing kennel bedding
- Assisting with the intake of animals, including data entry
- Monitoring and reporting animal health and behavior concerns
- Lifting and restraining animals
- Assisting with humane euthanasia and proper removal of deceased animal remains

The ideal candidate will have experience caring for animals in a shelter or kennel environment, excellent attendance, and will work well with the public. Coursework in Animal Health is highly desirable.

Please Note: This position requires the ability to work flexible hours, which may include weekends, holidays, and rotating shifts; and the ability to lift, carry and move up to 50 lbs.

About the Sonoma County Animal Shelter

The Animal Shelter is committed to serving the public in the care and well-being of animals, both domestic and livestock throughout the unincorporated areas of Sonoma County, the City of Santa Rosa, and the Town of Windsor. The Shelter offers such diverse services as finding homes for adoptable animals, providing shelter for stray animals, offering assistance to owners and finders of lost animals, providing limited veterinary care, and maintaining pet licensing. In addition, the Shelter sponsors various community education and outreach programs throughout the year. The Shelter's field services include rescue and care of injured or distressed animals, rabies control, investigation of reports of animal abuse and neglect, and the enforcement of animal regulation laws and ordinances.

This employment list may also be used to fill future full-time, part-time, and extra-help

(temporary) positions as they occur during the active status of this list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Six months of paid or unpaid full-time experience caring for animals. Examples of qualifying experience are: kennel attendant, shelter worker, veterinarian technician, assistant, or helper.

License: Possession of a valid driver's license at the appropriate level, including necessary special endorsements, as required by the State of California, may be required depending upon assignment, to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: the methods and techniques used in the care of animals; basic animal handling; disease control techniques, practices, methods, and materials used in cleaning animal facilities; occupational hazards of and safety precautions for working around small and large animals.

Ability to: lift, carry, and move up to 50 lbs. without assistance; learn herd health disease transmission and control procedures; recognize common symptoms and common diseases of animals; perform safe animal handling techniques; perform the work in a humane manner; be exposed to the euthanasia of animals by direct injection; perform general labor for extended periods, sometimes under adverse weather conditions; carry out oral and written instructions; properly and legibly complete necessary forms; work tactfully and effectively with co-workers, staff of other agencies, volunteers, inmates, and the general public; operate a personal computer.

SELECTION PROCEDURE

& SOME HELPFUL TIPS WHEN APPLYING

Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process. You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.

You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.

Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](https://agency.governmentjobs.com/sonoma/job_bulletin.cfm?JobID=1998435) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework,

training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF

HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/03-4304-O
ANIMAL CARE ASSISTANT
TF

Animal Care Assistant Supplemental Questionnaire

- * 1. Are you willing to work week-ends, evenings, and holidays as required by this position?
☐ Yes ☐ No

- * 2. Are you able to lift, carry, and move up to 50 lbs, without assistance, as required by this position?
☐ Yes ☐ No

- * 3. Please describe your qualifying six months of paid or unpaid full-time experience caring for animals as a kennel attendant, shelter worker, veterinarian technician, assistant, or helper.

If you do not possess such experience, please state "N/A".

- * 4. Please list any coursework and/or training you have that is related to safe animal handling. List any courses you took and any certificates or registrations you possess.

- * 5. Please describe your experience with disease control, including specific techniques, practices, methods, and materials you used in cleaning animal facilities.

- * 6. How did you first learn about this opportunity?
 - ☐ Animalsheltering.com
 - ☐ CalJobs
 - ☐ College or University
 - ☐ Craigslist
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County
 - ☐ Indeed
 - ☐ Job Fair
 - ☐ La Voz
 - ☐ Latino Service Providers
 - ☐ Minority Organization or Group
 - ☐ Monster
 - ☐ Press Democrat
 - ☐ sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Human Resources Office
 - ☐ Sonoma County Job Line
 - ☐ Twitter
 - ☐ Other Internet Site
 - ☐ Other Publication

* Required Question