



Forsyth County Animal Shelter Specialist

CLASS CODE	1117	SALARY	\$37,810.00 - \$60,497.00 Annually
ESTABLISHED DATE	January 01, 2024	REVISION DATE	July 01, 2025

Purpose of Classification

The purpose of this classification, under the guidance of the Animal Shelter Specialist, is to perform manual and semi-skilled work involving the care for animals and maintain cleanliness and upkeep of the animal shelter in support of the County's animal shelter operations.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Maintains the welfare of the animals in the shelter: provides general care to animals by bathing, groom, exercising, treating for fleas/ticks as needed, etc.; observes all animals for signs of illness or injury and reports any changes to the Team Leader, Veterinary Technician, the Veterinarian or the Shelter Manager; provides fresh food daily to all animals housed at the facility and according to feeding schedule and dietary needs; and transports live animals as needed.

Provides unskilled assistance and manual labor support to veterinarian staff with the medical care of animals in the shelter: assists the Team Leader, Veterinarian and/or Veterinary Technician during examinations by securing and controlling animals.

Cleans and maintains the shelter: cleans and disinfects all animal areas and related equipment in accordance with the shelter's standard operating procedures; makes minor repairs to equipment and facility and reports any problems to the Team Leader, Veterinary Technician or Shelter Manager.

Assists with animal adoptions; supervises introduction of potential adoptions.

Interacts and communicates comfortably with various groups and individuals such as Team Leader, Veterinary Technician, Animal Shelter Manager and the general public; coordinates work activities with other team members to ensure smooth operation of the facility.

Operates vehicle, and a variety of equipment such as washer, dryer, computer, printer, scanner, laminator, fax machine, etc.; uses specialized tools such as squeegee, scrub brushes, microchip scanner, scooper, syringes, needles, catch pole, leashes, etc.; utilizes variety of supplies such as paper, stainless steel food pans, stainless steel buckets, cleaning chemicals, pet food, general office supplies, etc.

ADDITIONAL FUNCTIONS

This classification is designed as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED; previous experience working with animals in a veterinary hospital, animal shelter, kennel or similar environment is preferred; or any combination of education and experience which provides the skills and abilities for this job. Required to possess and maintain a valid Georgia driver's license.

Supplemental Information

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle animal handling equipment such as Ketch-a-pole and traps/carriers. Requires the ability to use small hand tools and make minor repairs to equipment.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, strong odors, animals/wildlife, or bodily fluids.

Forsyth County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.