



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Administrative Technician I
DEPARTMENT.....:	Utilities
DIVISION.....:	Animal Shelter
CLASSIFICATION/GRADE....:	Administrative Technician I/101
REVISED.....:	01/2016
REPORTS TO.....:	Animal Shelter Manager
REVIEWED.....:	01/2016
WAGES.....:	Hourly

SUMMARY:

An Administrative Technician I is responsible for the majority of all functions of the Animal Shelter office including but not limited to assisting the public with animal intake, redemptions, adoptions, lost/found, and spay/neuter appointments and animal licenses. He/she works under the supervision of the Animal Shelter Manager. He/she must be able to perform any and all functions that may be deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise.

BASIC FUNCTIONS:

1. Accepts animals brought into the shelter from the public.
2. Assist public in viewing adoptable and other impounded animals.
3. Assist with performing all aspects of adoptions.
4. Assist with taking appointments and coordinating shelter programs.
5. Answers questions for the public about policies and procedures, pet care, etc.
6. Answers phones
7. Inputs data
8. Brings adoptable animals to and from off-site adoption event(s).
9. Takes and dispatches work orders for Animal Control Officers when needed.
10. General Cleaning Assignments:
 - a. Assists Kennel Keeper in cleaning and sanitizing cages daily.
 - b. Assists in scanning, tagging, and placing animals that are brought in through the office in appropriate cages when needed.
11. Performs other duties as assigned or deemed necessary by supervisor.

OCCUPATIONAL REQUIREMENTS:

1. Must be able to learn and practice all applicable safety rules and regulations.
2. Must be courteous and understanding of the public in the sensitive environment of animal control.
3. Must be willing to work extra hours during a normal week, weekends, and holidays.
4. Must possess and maintain a valid Louisiana driver's license.
5. Must be capable of reading and writing sufficiently to understand and carry out basic instructions. Must have good computer skills.
6. Must be able to operate office equipment such as a copy machine, computer/software, fax, printer, multi-line phone, etc.
7. Must possess a good knowledge of the working area and equipment assigned.
8. Must not have a fear of handling animals.
9. Must be able to perform tasks without direct supervision.
10. Must possess excellent communications skills.

EDUCATION/EXPERIENCE:

1. Must possess a high school diploma or GED.
2. Experience handling animals preferred.
3. Must have clerical and computer experience.

EQUIPMENT USED:

Computer, animal control software, copy machine, fax machine, printer, multi-line telephone, calculator, control pole, cat tong, pickup truck, etc.

WORKING CONDITIONS:

Works in Animal Shelter environment in which there is frequent exposure to noise, heat, dust, and odorous conditions.