

# ADMINISTRATIVE TECHNICIAN I

Utilities | Animal Shelter



## SUMMARY

Assist with intake, redemptions, adoptions, lost/found, spay/neuter appointments, and animal licenses. Contribute to the efficient and humane operation of the Terrebonne Parish Animal Shelter.

### JOB OVERVIEW

#### Starting Pay

\$10.89 - \$13.98 per hour

#### Schedule

Monday - Friday; rotating weekends

May be required to work extra hours including holidays, weekends, etc.

#### Shift

8 a.m. - 5 p.m.

### LOCATION

Animal Shelter Facility

### REPORTS TO

Animal Shelter Manager

### PHYSICAL DEMANDS

- Lift up to 25 lbs. (light)
- Roll carts and cages
- Bend and stretch to inspect/disinfect cages and mop floors

### WORK ENVIRONMENT

- Frequent interactions with members of the public
- Indoors and outdoors in varying climates and conditions including exposure to noise, chemicals, disease, and odors

### EMERGENCY EVENTS

May be required to work during emergency events.

## ESSENTIAL FUNCTIONS

1. Accept animals brought into the shelter from the public.
2. Answer questions for the public about policies, procedures, pet care, etc.
3. Take and dispatch work orders for animal control officers when needed.
4. Assist with taking appointments, answering phones, inputting data, and coordinating shelter programs.
5. Attend on and off-site adoption events with adoptable animals.
6. Perform general cleaning assignments including assisting the animal care team in cleaning and sanitizing cages daily.
7. Assist in scanning, tagging, and placing animals that are brought in through the office in appropriate cages when needed.
8. Perform all aspects of adoptions, including assisting public in viewing adoptable and other impounded animals.
9. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Understand and practice applicable safety rules and regulations.
2. Possess basic computer skills, effective written and oral communication skills, and excellent customer service skills.
3. Be courteous and understanding of the public in the sensitive environment of animal control.
4. Possess knowledge of the working area and equipment assigned.
5. Learn and practice applicable safety rules and regulations.
6. Read and write sufficiently to understand and carry out basic instructions.
7. Comfortable handling animals and respect for their welfare.
8. Ability to perform tasks without direct supervision.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Experience handling animals preferred.
3. Clerical and computer experience required.
4. Possess and maintain a valid Louisiana driver's license.

## EQUIPMENT USED

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



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).