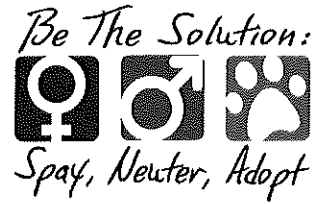


Jasper County Animal Shelter

2430 W Clark Street
Rensselaer, IN 47978
(219) 866-5756



AVAILABLE Part-time Animal Control Officer/Shelter Position

Description of Duties:

Under supervision, enforces animal control through the apprehension, and impounding of stray, diseased and/or dangerous animals. Aids in loading and unloading animals from trucks, sorts and separate by size and sex prior to placement in kennel at Jasper County Animal Shelter. Conducts investigation of animal bite incidents, enforce Jasper County Animal Control Ordinances, and State Laws. Responds to and investigates public animal complaints. Educate residents regarding animal control laws and animal care. Patrols assigned areas of the County as assigned. Perform emergency animal rescue service, emergency night call service. The work is regularly active with periods of heavy exertion, and is performed in the shelter, field settings outside in varying weather conditions, lifting of heavy objects more than 50 lbs. Prepare various reports and data entry using personal computers.

Perform routine animal care and related duties at the Jasper County Animal Shelter, taking phone complaints, cleaning and maintaining the kennel areas and the Shelter, performing other duties as assigned. Shelter duties include taking reports from the public, receiving animals brought into the Shelter, preparation of adoption paperwork, reclaim paperwork, transporting animals to the veterinarian. Updates, edits, and corrects data files on animals in the Shelter, maintains proper inventory levels of cleaning and other supplies. Deal courteously with the public, handle animals safely and effectively.

Animal handling and personal computer experience such as OneDrive, Dropbox, Exel, and Word is a plus.

This position's hours may include weekends and holidays. Scheduled hours will vary, and will average 28 hours per week, currently Tuesday through Friday.

Jasper County Animal Control/Shelter is an equal opportunity employer.
Starting salary is based on experience and qualifications.

APPLICATIONS MUST BE PICKED UP AT THE SHELTER