

KENNEL TECHNICIAN/OFFICE ASSISTANT

DEFINITION: Under general supervision, performs customary care of animals and pets in the veterinary clinic. Feeds and administers basic treatment to animals and pets. Assists with laboratory and diagnostic tests and explains the condition of animals and medication. Performs routine clinical and laboratory procedures, give medication, perform medical tests. Extracts biological samples for testing against signs of diseases. Assists the veterinarian while examining animals.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Adheres to Kayenta Township Personnel Policy and Procedures; maintains excellent attendance records to meet the needs of the organization; extends outstanding customer service at all times to both internal and external customers; meets and greets participants and answers questions; uses good judgment for problem solving; researches and gathers information as requested and needed.

Ensures animals are fed and watered following specific schedules and special feeding instructions; responsible for cleaning, organizing, and disinfecting animal quarters; provides treatment to sick or injured animals from recommendations of licensed veterinarian; collect and record animal information including weight, size, physical condition, food intake, treatment, medication; grooms animal; work with pet owners to update files. Repairs and maintains equipment; provides information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spraying, neutering, adoptions; participates in public, school and community group presentations.

Performs animal care duties such as feeding animals, monitoring sick, injured and dangerous animals, segregating and isolating animals when necessary; observes animals for unusual physical and behavioral conditions; detects disease or injury in animals; performs minor medical treatment on animals; assists animal control officers with rabies vaccinations and inspections of animals; assists with administering drug to put animals down humanely; maintains best practices for the humane treatment of animals.

Answers telephone calls and transfers calls to relevant person; take messages and distributes to appropriate person; greets visitors; receives, sorts, and distributes incoming mail; prepares outgoing mail; uses fax, photocopying, and scanning machines; files and types reports, documents, and letters; uses computers; makes travel arrangements; assists with event planning, takes notes at meetings; schedules and arranges meetings and appointments; ensures office equipment are maintained and serviced; runs work-related errands; keeps office area nice and clean; keeps track of office supplies.

Maintains safe and clean animal center by complying with procedures, rules, and regulations. Contributes to team effort by accomplishing assigned work. Effectively communicate with all business department personnel, excellent written and oral communication skills.

Performs other duties as assigned.

SKILL, KNOWLEDGE, ABILITY:

- Knowledge of principles and processes for providing customer service.
- Knowledge of proper handling of animals and care.
- Knowledge of administrative and clerical processes.
- Knowledge of community information.

- Ability to interact and work positively with the general public and personnel.
- Skills with operating telephone, office equipment and machines.
- Ability to communicate effectively both in writing and speaking.
- Ability to coordinate and schedule meetings.
- Ability to pay attention to details.
- Ability to multitask work flow and processes.
- Ability to demonstrate initiative, reliability, and be proactive.
- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate physical effort including walking, lifting 50-lbs or more, carrying, standing, occasionally required to climb, use hands and tools in an indoor veterinarian clinic. While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent. Associate of Science (A.S.) Degree in Veterinarian Technology, Animal Science, or related field. Any combination of education and experience with two (2) years working in an animal center.

PREFERRED QUALIFICATIONS:

- Certification in veterinarian science through an accredited vocational institution. Three (3) years of progressive veterinarian kennel experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.