

*****REVISED 7/16/2021*****



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Animal Shelter Technician

LOCATION: Animal Shelter

OPENING DATE: April 1, 2021

CLOSING DATE: Until Filled

JOB NUMBER: JN21-19AC

CLASS CODE: 1260

SALARY RANGE: \$14.00/hour with *limited* benefits package

FLSA STATUS: Non-exempt

*****This is a part-time position requiring varied hours per week. May be required to work holidays, evenings, and weekends.**

PRIMARY FUNCTION: The purpose of this position is to perform skilled work involving the care of animals housed in the Animal Shelter and to provide assistance to the Animal Shelter Supervisor on daily shelter operations.

QUALIFICATIONS: High school diploma or GED; supplemented by six (6) months experience working with animals in an animal shelter, boarding or care facility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUISITES: Applicant must have prior animal handling and care experience. Job will include kennel cleaning, dog walking, cat care, contact with the public, animal rescue, and other shelter responsibilities as needed. Hours during the week will vary.

LICENSES: Requires a valid Motor Vehicle Operator's License.

NOTES: Must be able to pass a work related physical and drug test. Must be able to lift objects or animals up to 100 pounds.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.