



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Administrative Technician II
DEPARTMENT.....: Utilities
DIVISION.....: Animal Shelter
CLASSIFICATION/GRADE.....: Administrative Technician II/102
REVISED.....: 01/2016
REPORTS TO.....: Animal Shelter Manager
REVIEWED.....: 01/2016
WAGES.....: Hourly

SUMMARY:

An Administrative Technician II is responsible for the majority of all functions of the Animal Shelter office including but not limited to assisting the public with intake, redemptions, adoptions, lost/found, spay/neuter appointments, and animal licenses. He/she is responsible for all purchasing and payroll responsibilities and works as an assistant to and under the direction 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. Performs all aspects of adoptions and assists with completing foster and rescue agreements when needed.
2. Assist public in viewing adoptable and other impounded animals.
3. Assists with taking appointments and coordinating shelter programs.
4. Answers phones.
5. Inputs data.
6. Accepts animals brought into the shelter from the public when needed.
7. Answers questions for the public about policies and procedures, pet care, etc.
8. Takes and dispatches work orders for Animal Control Officers when needed.
9. Handles all aspects of purchasing, accounts payable and receivables, and money transfer (deposits).
10. Completes and submit payroll and required reports.
11. Attends on and off-site adoption events with animals.
12. 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.
13. 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 the normal week, weekend, 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, 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 communication and customer service 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, pick up truck etc.

WORKING CONDITIONS:

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