

Grant County Fiscal Court

Job Description

Department: Animal Shelter

Position Title: Animal Control Officer

Reports to: Grant County Animal Shelter Director

Status: Full-Time

The Grant County Fiscal Court is now accepting applications for a Full-Time Animal Control Officer. The starting salary is \$28,240.00, plus a generous retirement and benefit package, paid vacation, sick leave, and tuition reimbursement.

Position Summary: Responsible for assisting in a wide variety of tasks associated with the operation of the Grant County Animal Shelter.

Essential Duties Include, but are not limited to:

- Answering Phones
- Working on Computers
- Cleaning Shelter
- Working with Animals
- Perform duties assigned by Director

The ideal candidate will be:

- Dependable and responsible
- Self-motivated
- A great communicator
- Friendly towards customers and co-workers
- Willing to work in a variety of situations

Schedule:

Monday-Friday, and on-call when necessary.

Applicants must be 18 years of age, must be able to lift up to 50 pounds, must have a valid driver's license, and must be able to pass a background check and drug tests.

Applicants can email their resume and Job-Application to: mmoss@grantco.org, or mail to:

Melissa Moss

Human Resource Director

Grant County Fiscal Court

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