

NOTICE OF JOB OPENING

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Posting Begins	March 14, 2019	Posting Ends	April 10, 2019
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Position Title	ANIMAL SERVICES OFFICER
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Department	Police Department	Division	Animal Services
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	3301 Park Drive, Kansas City, KS – Animal Services Shelter
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BRIEF JOB DESCRIPTION: This position provides assistance to the Animal Services shelter. Animal Services Officers are responsible for capturing and impounding stray animals, locating owners, assisting with investigations of bite cases and reported animal cruelty complaints, enforcing ordinances, providing testimony in court cases, writing incident reports, and providing humane care to animals under their supervision. Additional work involves cleaning and maintaining the facility, examining animal kennels, and other duties associated with the operation of the Animal Services facility as required. Work is performed under the general supervision of established ordinances, regulations, and procedures and is reviewed by a superior through observation and conferences.

MINIMUM QUALIFICATIONS: High School diploma or GED and experience in animal services work. Ability to deal with the public appropriately and effectively. Ability to maintain records and prepare reports. Willing to participate in criminal proceedings, including but not limited to testifying in judicial court proceedings. Ability to maintain effective working relationships with peers and subordinates. Must possess a quality background which will be checked. Valid Driver's license is required (valid Kansas Driver's License required within 30 days of Wyandotte County residency) and must have good driving record. Ability to work shifts and weekends. Will be subject to call-out duties and flexible shift schedules. Hours per week may fluctuate. An additional questionnaire is required to be completed at the time the application is submitted. If scheduled for an interview, the candidate will be required to complete assessments which will vary by positions: Typing (Speed and Accuracy), Data Entry, Spelling, Grammar, Math, Copying Numbers, and Alphabetizing.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$17.75/hr.	PI #	3696, 3709, 3706, 3702, 3705	Class. Code	6180
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Repost 3-14-19

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE