



PARISH OF CADDO
Department of Finance
Human Resources Division
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE: 03/01/04
REVISED: 01/01/06; 01/01/07

JOB TITLE : Kennel Worker

DEPARTMENT: Animal Services

FLSA Status: Non-Exempt

HOURS: Fulltime

SALARY RANGE: \$8.90 - \$13.39/ hour

GRADE: 7

Position is responsible, under general supervision, for the care and maintenance of animals impounded at the animal control shelter.

DUTIES & RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Washes and disinfects the kennels daily; ensures animals have food and water; bathe and groom animals.
- Assists the general public in locating lost pets or viewing pets for adoption.
- Provides safe and humane handling of impounded animals. Assistance with euthanize and animal disposal. Preparing rabies specimen.
- Prepares manual and computerized reports and documents in a neat, timely and accurate manner such as animal rabies and license records. Receives cash and cash reports.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is preferred.
- Some work experience in a kennel setting is preferred.
- ***Fulltime Kennel Workers must possess a valid Driver's License.***

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, stoop, kneel, and reach as required by the job, lift up to fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.