



EMPLOYMENT OPPORTUNITY

KENNEL AIDE

Part-time (.75 FTE)

SALARY

\$11.19 - \$13.38 per hour, plus benefits

FILING DEADLINE

5:00 p.m., February 3, 2012

DUTIES AND RESPONSIBILITIES

The Kennel Aide will respond to and take responsible charge of animals contained within kennels. The major duties of the job include:

- Feeding, cleaning and proper care and humane treatment of animals sheltered at the kennels.
- Data entry and record maintenance duties.
- Must be a qualified typist
- Public Interaction by telephone and in person
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience: Experience caring for animals
Experience using a personal computer and record maintenance.

License: Possession of or ability to obtain a valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us/coe.htm>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: January 19, 2012

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.