

**City of Osceola**  
**Weekend Animal Shelter Assistant**  
**Job Description**

**GENERAL DESCRIPTION OF POSITION**

The incumbent is responsible to maintain a clean Animal Shelter facility at all times; cleans animal cages, runs and the general building. Feeds, waters and cares for animals. Assists in collection of strays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Clean shelter facilities to include all floors, walls, window, bathrooms and other areas.
2. Cleans all animal runs, cages and crates inside and outside.
3. Keeps animals fed and watered as well as giving medication as needed.
4. Answer phones and take call information.
5. Provide assistance to Animal Control Officer.
6. Assist in the collection of stray and unwanted animals.
7. Assist in issuance of City Tags.
8. Perform any other related duties as required or assigned.

**QUALIFICATIONS**

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

**EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years of high school, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience or training. Or equivalent combination and experience.

**COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write reports and correspondence.

**TO APPLY SEND RESUMES TO: [janes@osceolalightandpower.com](mailto:janes@osceolalightandpower.com)**