

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL / EMPLOYMENT OPPORTUNITY

Vacancy No.: 166-1

Title of Position: Animal Shelter Aide

Two (2) vacancies exist in the Animal Shelter Department

Salary Range: \$13.04 - \$16.47 per hour (19 hours per week)
(rate effective July 1, 2016)

Date Posted: June 14, 2016

Deadline for Applying: June 27, 2016

Remarks: This is an Unclassified/Exempt Position.

Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Animal Shelter Director and Animal Caretaker will be responsible in assisting in the daily operation of the animal shelter. Duties will include daily cleaning of all areas of the shelter including animal cages; daily handling of animals; supplies food, water and personal care to detained animals; daily laundry and washing of dishes at the shelter; prepares license forms and collects fees; answering the phone and providing information to the public; performing related work as required.

Education & Experience: Applicant must be a high school graduate or possess a general education degree (GED); supplemented with a least six months related work experience and/or training; or any equivalent combination of education and experience.

Special Remarks: **Applicants will be subject to a background criminal check prior to employment. Negative finds may prevent applicant from being considered.**

T.D.D.: 739-9150 Telecommunications Device for the Deaf.

The City of Warwick is an Equal Opportunity Employer