



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

SCOT CHAMBERLAIN
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

CAREER OPPORTUNITY

**ANIMAL SHELTER AIDE – PART TIME
SARATOGA COUNTY ANIMAL SHELTER**

SALARY: \$18.42

This is a manual labor position involving routine work related to the care, treatment and maintenance of each animal as well as the facilities involved in this care. Care and treatment begins upon intake and continues throughout each animal's stay at the County Animal Shelter. Duties are performed under the direct supervision of the Director of Animal Shelter or designated administrative personnel. Work is performed in accordance with established policies and procedures. Supervision is not a duty of employees in this position. Incumbents perform related work as required.

NOTE: Details regarding hours and days of assignment will be discussed/determined at the interview level.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. ** Preference may be given to individuals with *work* experience in caring and dealing with a variety of animals**

SUBMIT APPLICATION(S) TO: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (*Close of Business*): 1/27/2022

Applications are available in the Human Resources Office or on our website. Resume may not be substituted for Application. Applications must be received in our office by close of business on date indicated. Postmarks will not be accepted for this position. NO fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

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