



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

(518) 885-2225

SCOT CHAMBERLAIN
Director of Human Resources

CAREER OPPORTUNITY

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

SALARY: \$18.42 / Hour

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 location will be discussed/determined at the interview level.*

MINIMUM QUALIFICATIONS: None required but previous volunteer/work experience involving the care and maintenance of animals will be given favorable consideration.

NOTE: *Successful candidate will be required to work "one" weekend day per week. Previous volunteer/work experience involving the care and maintenance of animals will be given favorable consideration.*

SUBMIT APPLICATION 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): **12/5/2022**

Applications 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