



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

The Saratoga County **Animal Shelter** is currently offering career opportunities for

“Animal Shelter Aide” – *PART-TIME*

Base Salary: \$18.79/hour w/optional enrollment in the NYS Retirement System

The Saratoga County Animal Shelter is dedicated to serving the Community and beyond in all aspects of animal care and community safety. Among our services, we provide shelter, foster, adoption, and education in support of our mission to ensure the wellbeing and care of all animals that are not able to speak for themselves. Although our facility is open to the public Monday – Saturday 10AM – 4PM, work is performed 7 days per week, including Holidays, 8AM – 5PM (on a rotating basis) to accommodate our large population of cats, dogs and other companion animals and to ensure the best care and services are administered.

Features of this opportunity are...

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 begin 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. *Details regarding hours will be discussed/determined at the interview level and successful candidates will be required to work one weekend day per week.*

Typical work activities will include: (*Illustrative Only)

- Assists in the completion of tasks related to the intake, processing monitoring, medical treatment, daily care, housing, exercising, neutering, adoption redemption or disposition of lost, seized, unwanted, sick or stray animals at the Shelter facility, following established policies and procedures;
- Assists in the cleaning and disinfecting of animal holding areas, bedding, waiting rooms, isolation areas, office areas, storage areas, and surrounding grounds;
- Prepares food and water for distribution to animals;
- Assists in implementing of the Shelter’s adoption program and volunteer programs;
- Assists in the cleaning and grooming of all animals;
- Assists in the disposal of sick, unwanted, or non-adoptable animals, using humane procedures;
- Assists in maintaining and preparing a variety of reports and records related to the operation of the Animal Shelter;
- Assists the general public and answers questions about the various programs in the Animal Shelter;
- Operates a variety of machines related to the Animal Shelter.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications: Although none are required, *previous volunteer/work experience involving the care and maintenance of animals will be given favorable consideration.*

Candidates may submit application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until vacancy has been filled

Applications available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. 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 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.