



COUNTY OF ORANGE
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555
<https://hrs.ocgov.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Animal Care Attendant

SALARY

\$18.13 - \$24.44 Hourly \$1,450.40 - \$1,955.20 Biweekly \$3,142.53 - \$4,236.27 Monthly
\$37,710.40 - \$50,835.20 Annually

ISSUE DATE: 12/29/21

THE POSITION



ANIMAL CARE ATTENDANT

OPEN TO THE PUBLIC

This recruitment is being held to establish an open eligible list to fill current and future Animal Care Attendant vacancies within OC Animal Care. The eligible list may also be used to fill positions in similar and/or lower level classifications throughout the County of Orange.

DEADLINE TO APPLY

This recruitment will remain open on a continuous basis for a minimum of five (5) business days, until the needs of the County are met. Qualified applicants are encouraged to apply immediately

OC ANIMAL CARE

OC Animal Care promotes responsible pet ownership, health and safety of people and animals, and spay/neuter programs. OC Animal Care provides temporary shelter and medical care for "lost" owned or stray animals and opportunities for adoption of these animals.

For more information on OC Community Resources click on the link.

For more information on County of Orange click on the link.



THE OPPORTUNITY

The Animal Care Attendant care for animals housed at the OC Animal Care Shelter, facilitate adoption and placement visits for available animals, receive and accept incoming animals, provide education and information to the public, and maintain facilities at the animal shelter.

Additional duties and responsibilities include, but are not limited to, the following:

- Works independently and prioritizes tasks according to daily workflow
- Interacts safely and professionally with coworkers, supervisors, and the public
- Assists in the release of animals to owners
- Works with computer programs to document animal information
- Provides animal restraint or other simple assistance to veterinary staff during basic medical procedures or examinations as needed
- Makes minor repairs to shelter facilities

OC Animal Care provides municipal sheltering and field services to the public and may house a variety of domestic or wild animals. Incumbents should be comfortable caring for and handling animals such as dogs, cats, small mammal pets, reptiles, livestock, wildlife indigenous to Orange County, and non-native exotic animals; as well as other animal species which may be housed at the OC Animal Care Shelter. Housed animals exhibit a variety of temperaments and may not always be cooperative during handling, care, or medical treatments.

Work Schedule: Incumbents should be prepared to work rotating shifts, including days, nights, weekends and holidays on a four day per week, 10 hour day schedule, or five day per week, 8 hour per day schedule, or another schedule as assigned. Incumbents may be drafted for mandatory overtime in the event of an emergency, disaster, or during periods of unexpected staffing shortages.

DESIRABLE QUALIFICATIONS AND CORE COMPETENCIES

In addition to the experience and training stated in minimum qualifications, the successful candidate will possess 6 months experience working or volunteering in a position that deals with the handling of animals.

A technical/associate degree, or higher, in a related discipline such as Animal Science, Animal Behavior, Biology, Zoology, Ecology, Wildlife Management, Veterinary Technology, or Communications will substitute for the required experience

The successful candidate will also possess knowledge and/or experience in the following core competencies:

TECHNICAL EXPERTISE

- Working with computers and computer programs such as Microsoft Word and Outlook and is able to read, understand, and implement academic material
- Demonstrating strong writing skills
- Working experience in animal behavioral evaluation or assessment
- Handling of domestic or wild animals including maintenance and care
- Maintaining sufficient content and knowledge to perform all aspects of the job effectively

ORAL COMMUNICATION & WRITING SKILLS

- Exchanging accurate and concise information with others both orally and in writing

- Relaying confidence when communicating information; clearly and concisely composes written documents to convey information with accuracy
- Following written and oral instruction effectively
- Interpreting and applying oral/written instructions
- Listening actively to others for full understanding of what is being communicated
- Communicating with members of the public in a variety of situations displaying social skill, awareness, and tact

CUSTOMER SERVICE & PROBLEM-SOLVING SKILLS

- Providing courteous and professional customer service to all clients
- Applying knowledge of principles and processes for providing customer and personal services including complex problem solving to manage stressful situations effectively
- Applying knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology
- Anticipating and meeting customer (internal/external) needs in all situations

ORGANIZING & PLANNING SKILLS

- Demonstrating organizing and planning skills to ensure high productivity and efficiency
- Working independently and managing time to effectively prioritize multiple and competing tasks
- Meeting departmental and project goals and deadlines by prioritizing workload and projects

Minimum Qualifications

Click [here](#) for the complete classification description for Animal Care Attendant including the minimum qualifications.

RECRUITMENT PROCESS

Human Resource Services (HRS) screens all application materials for minimum and/or desirable qualifications. After screening, applicants who meet the minimum and/or desirable qualifications will be referred to the next step in the recruitment process. All applicants will be notified via email of their status in the process.

Written Examination | Multiple Choice (Weighted 100%)

A written examination consisting of job-related, multiple-choice questions will be administered in a proctored setting. Applicants will be allowed to self-schedule for their exam date and time. Only the highest scoring candidates will be placed on the eligible list.

Based on the Department's needs, the recruitment procedures listed above may be modified. All candidates will be notified of any changes in the selection procedure.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for present and future vacancies.

Veterans Employment Preference

The County is committed to providing a mechanism to give preferential consideration in the employment process to veterans and their eligible spouses and will provide eligible participants the opportunity to receive interviews in the selection process for employment and paid internship openings. Please click [here](#) to review the policy.

ADDITIONAL INFORMATION

Please see below for important information regarding COVID-19 related requirements.

The COVID-19 pandemic continues to evolve, and laws, regulations, and policies regarding COVID-19 are subject to change. The County of Orange is required to comply with all applicable State or County Public Health Orders, some of which require vaccination or testing as follows:

- *Workers, who provide services in certain Medical or High-Risk Settings, will be required to provide proof of full vaccination from COVID-19 or to wear a mask and undergo weekly COVID-19 testing.*
- *Workers, who provide services in certain Health Care Facilities or in a correctional facility or detention center where health care is provided, will be required to provide proof that they are fully vaccinated and boosted. (Workers may be exempt from this requirement based on religious beliefs or a qualifying medical reason; however, if exempted, they will be required to wear a mask and undergo weekly COVID-19 testing.)*

The position for which you are applying may be required to adhere to any applicable State or County Public Health Orders. You will receive notification of any requirement as it applies to a position.

EMAIL NOTIFICATION:

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, contact **Lori Wright** at (714) 480-2738 or Lori.Wright@occr.ocgov.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<https://hrs.ocgov.com>
 OR
 333 W. Santa Ana Blvd,
 Santa Ana, CA 92701

EXAM #59020S-1221-012 (O)
 ANIMAL CARE ATTENDANT
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Animal Care Attendant Supplemental Questionnaire

- * 1. Please select the option below which best describes your qualifications for the Animal Care Attendant classification: **Note: Please upload a copy of high school diploma or**

unofficial transcripts.

☐ Graduation from high school or the equivalent AND education and/or experience, which would provide the knowledge and abilities listed above.

☐ No education or experience.

- * 2. From the options below, select which option best describes your **work, volunteer, or education** experience in an animal related setting such as a veterinary hospital, boarding facility, shelter setting, non-profit organization, or a similar setting that houses, maintains, and cares for animals. **NOTE: Your application work history should reflect your response(s). If you are using education, please upload your unofficial transcripts with your application.**

☐ Less than six (1) months of work /volunteer experience.

☐ Six (6) months of full-time work/ volunteer experience.

☐ Have a technical/associate degree, or higher, in a related discipline.

☐ No experience.

- * 3. Please describe your **work/volunteer** experience in an animal related setting such as a veterinary hospital, boarding facility, shelter setting, non-profit organization, or a similar setting that houses, maintains, and cares for animals. Include name of the employer, your job title, duties, and length of experience. If you are using **education** instead of experience, please state the degree and related discipline you received. If you do not have this experience or education, write "N/A".

* Required Question