

**BOARD OF COMMISSIONERS**  
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Page Lemel, Vice-Chair  
Jason Chappell  
Mike Hawkins  
Kelvin Phillips



**COUNTY MANAGER**  
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101 South Broad Street  
Brevard, NC 28712

August 13,2018

**INTERNAL & EXTERNAL POSITION**  
**VACANCY ANNOUNCEMENT**

**CLASSIFICATION:** ANIMAL SHELTER ATTENDANT

**SALARY GRADE:** 3

**SALARY:** 10.58 – 13.23 per hour / 24 hour workweek / retirement and  
prorated leave benefits

**DEPARTMENT:** ANIMAL SERVICES

**QUALIFICATIONS AND DUTIES:** Responsible for the feeding, watering and basic care of animals in the shelter. Cleans and disinfects the shelter in compliance with established procedures and regulations. Observes the condition of animals in the shelter and reports suspected illness or injuries of animals to the supervisor. Assists with the proper disposal of animals in compliance with established procedures, laws and regulations. Stocks supplies. Performs related tasks as required.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience equivalent to graduation from high school and some experience in working with various types of animals. Some knowledge of small animal care and behavior; skill in handling animals; skill in cleaning and general custodial duties; ability to deal effectively and tactfully with the public. Ability to read, comprehend and follow written instructions. Possession of an appropriate driver's license valid in the State of North Carolina. Pre-Employment Background and Negative Drug Test required.

**DEADLINE:** Deadline October 5, 2018.

**APPLICATION PROCESS:** Internal candidates submit an internal application to the Human Resources Department. Internal application is available from the Human Resources Office or by e-mail at [sheila.cozart@transylvaniacounty.org](mailto:sheila.cozart@transylvaniacounty.org). All other applicants should submit a state application PD107 to the NCWorks Joblink/Career Center on the campus of Blue Ridge Community College at 45 Oak Park Drive Brevard, NC 28712. Information is available on their website NCWorks.gov.