



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Animal Shelter	JOB GRADE:	4
JOB TITLE:	Animal Care Technician	BI-WEEKLY SALARY:	\$14.14/ hr
LOCATION:	8535 State Hwy 242 Conroe, TX 77385	CIVIL SERVICE:	Yes
SHIFT HOURS:	8:00am - 5:00pm (must be available weekends)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

- **Must be able to work with any and all breeds**
- High School Diploma or Equivalent
- Requires less than 1 year experience in related field
- Ability to remain calm and professional in high stress situations
- Ability to work independently and with a team
- General knowledge of basic office equipment (copiers, fax, ect.)
- Data entry and retrieval experience preferred
- Excellent communication skills with co-workers, volunteers, and citizens

Primary Job Duties

- Maintain clean, healthy environment for all animals, staff and citizens
- Responsible for feeding and watering all animals
- Responsible for cleaning animals and their kennels
- Responsible for administering and documenting medication prescribed to animals
- Assist citizens looking to reclaim, rescue, adopt or foster animals

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	6331-2727-0	Requisition No:	2686
Date Posted:	10-6-2018	Equal Employment Opportunity Employer	