**MONTGOMERY COUNTY JOB POSTING NOTICE**

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

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Animal Shelter</th>
<th>JOB GRADE:</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Animal Care Technician</td>
<td>HOURLY SALARY:</td>
<td>$17.09 - $17.52</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>8535 State Hwy 242 Conroe, TX 77385</td>
<td>CIVIL SERVICE:</td>
<td>Yes</td>
</tr>
<tr>
<td>SHIFT HOURS:</td>
<td>8:00am - 5:00pm (must be available weekends)</td>
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**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)

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**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 coworkers, 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.

<table>
<thead>
<tr>
<th>Position No:</th>
<th>6331-2727-0</th>
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<tbody>
<tr>
<td>Requisition No:</td>
<td>2686</td>
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<tr>
<td>Date Posted:</td>
<td>11-01-2021 (Revised)</td>
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<td>Equal Employment Opportunity Employer</td>
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