



# MONTGOMERY COUNTY JOB POSTING NOTICE

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

<b>DEPARTMENT:</b>	Animal Shelter	<b>JOB GRADE:</b>	4
<b>JOB TITLE:</b>	Animal Care Technician	<b>HOURLY SALARY:</b>	\$16.66/ hr
<b>LOCATION:</b>	8535 State Hwy 242 Conroe, TX 77385	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	8:00am - 5:00pm (must be available weekends)		

<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	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:	11-01-2021 (Revised)	Equal Employment Opportunity Employer	