



Now Accepting Applications for Animal Shelter Kennel & Office Assistant

The Grass Valley Police Department is committed to reducing crime and improving the quality of life in our community

The Animal Control Kennel and Office Assistant will be assigned to the Grass Valley Animal Shelter on Freeman Lane. He/She will work closely with our Animal Control Officer and volunteer staff. Duties include:

- * Assist the public and answer questions regarding laws, rules, and regulations pertaining to animal control and the shelter
- * Accept animals into the shelter and conduct preliminary examination; handle adoption and release of animals
- * Provide care and socialization of housed animals; exercise animals; monitor the overall health of animals
- * Maintain the animal shelter in a clean, safe and orderly manner; clean and disinfect kennels; replace bedding & toys
- * Administer medication as needed; maintain isolation of quarantined animals as needed
- * Perform clerical duties, prepare documents and reports, maintain records, receive and process payments, issue licenses
- * Provide functional supervision of volunteer staff



PERS Retirement, Social Security, Deferred Comp

Insurance: Medical, Dental, Vision, Life

Paid Vacation, Paid Sick Leave,

Holiday Pay

For a complete job description and description of qualifications, visit:

www.gvpd.net/join-the-team

Must pass comprehensive background check

**Salary
\$16.39-\$19.91/hr**

To apply, submit an Application and Resume to GVPD by
December 6, 2021 – 5:00pm

Interviews - TBD

For more information or to download an application

www.gvpd.net/join-the-team

or call

(530) 477-4600

Grass Valley Police Department - 129 South Auburn St, Grass Valley, CA 95945