

Administrative Assistant



Position Description

Status

Regular Full-time (36 hours a week)

Compensation

A12

Bargaining Unit

Non-bargaining

Summary

This position is responsible for maintaining daily front office operations at the Allegan County Animal Shelter.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Greets and assists the public via phone and in person in a professional manner, regarding animal adoption as well as lost and surrendered animals.
- 2) Documents intake of shelter animals from the public and county animal control officers.
- 3) Organizes and updates shelter animal files; Maintains familiarity with shelter animal inventory in order to assist the public with adoptions and reclaims.
- 4) Posts information on lost animals brought to the animal shelter on organization's Facebook page daily.
- 5) Assists the shelter adoptions team with processing adoption applications by placing calls to personal and veterinary references listed on application and scheduling meet/greets for animal adoptions with potential adopter and current pets in the home.
- 6) Sends daily communications at end of day to Shelter Team accounting for daily shelter activities.

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position cares for animals in an animal shelter setting; Indoor and outdoor work is required; Outside work can occur in all types of weather; Exposure to a variety of foul odors and bodily fluid of animals; Potential for being occasionally scratched or bitten by animals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment, operate a computer and other office machinery, and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel may be required throughout the County.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.).

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____