

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Animal Adoption Assistant	<b><u>CLASS NUMBER:</u></b> 20010	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Animal Care & Control	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A8	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 4340 Tamarack Blvd., Columbus, Ohio 43224	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday–Friday 9:00 AM – 5:00 PM or 11:00 AM – 7:00 PM)	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (071002)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Animal Adoption Assistant classification is to assist customers in adopt appropriate dogs and to increase the adoptability of dogs.

**JOB DUTIES:**

Provide assistance in the adoption process (e.g., adoption screening, counseling, and education of individuals and families interested in adoption). Assist in updating information on the animals, behavioral evaluations, and training. Evaluate dogs for rehabilitation including categorizing them into adoption counseling aides. Provide pre- and post- adoption support in activities involving behavior and training of dogs. Receive and place telephone calls concerning adoptable dogs, lost and found dogs, rabies, license information, and adoption proceedings. Develop and implement behavioral enrichment and rehabilitation programs. Assist individuals looking for lost dogs. Provide information and escort person(s) to and from the area of the shelter where lost dogs are kept. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; agency policies and procedures. Skill in typing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; complete routine forms; maintain accurate records; sort items into categories according to established methods; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High School diploma or GED with three (3) years of customer service or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification required.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some evening and weekend shifts.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date