

NOTICE OF JOB OPENING

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Posting Begins	August 19, 2021	Posting Ends	February 2, 2022
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Position Title	PROGRAM AIDE
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Department	Police	Division	Animal Services
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	3301 Park Drive, Kansas City, KS- Animal Services Shelter
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BRIEF JOB DESCRIPTION: This position will participate in the daily operations of the Animal Services Unit including intaking and processing stray animals, conducting meet and greets with potential adopters, and processing adoption and foster paperwork. Writing bios on animals for social media will be done weekly as animals are available for adoption. Daily animal enrichment and socialization including walks and play groups to monitor behaviors. Assisting with maintaining shelter cleanliness including, laundry, mopping and dishes. Transporting animals to veterinary clinics for routine and emergency treatment as needed. Weekend hours may be occasionally required. Other duties may be required as needed.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Completion of college level course work in animal welfare related studies and/or media coursework is preferred and experience in work related to the area of assignment; or any equivalent combination of education and experience which provides the necessary skills and knowledge.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$15.21/hr.	PI #	3704	Class. Code	1401
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Extend 1/6/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY EOE**

*The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and
values diversity in its workforce.*

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