



CITY OF ESCALON EMPLOYMENT OPPORTUNITY

PART-TIME ANIMAL SERVICES ASSISTANT

SALARY RANGE: \$11.00 - \$13.37/hour
FINAL FILING DATE: OPEN RECRUITMENT

This position works with other Animal Services Assistants to cooperatively handle all duties assigned.

DEFINITION

This is a part-time position which, under general supervision of a Police Sergeant, assists in the Animal Shelter with various assignments, including weekday, weekend and holiday animal shelter duties.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

- Accept scheduling which includes weekday, weekend and holiday coverage
- Sanitize and disinfect animal care areas
- Assist in the care of stray, injured, dead and owned domestic animals
- Monitor quarantined animals as required by law
- Educate and assist the public in animal welfare and care
- Assist in the adoption and returning of animals
- Maintain animal control vehicle in a sanitary condition
- Perform related duties as assigned

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of:

- Kennel sanitation techniques
- Basic animal handling techniques
- Proper telephone procedures

Ability to:

- Work flexible hours, including weekdays, holidays and weekends
- Maintain positive working relations with individuals
- Provide good customer service
- Operate a 2-way radio

EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be accepted for employment. A typical background would be:

- Equivalent to graduation from high school or GED
- One year of customer service experience including public contact

SPECIAL REQUIREMENTS

- Ability to work weekends and holidays
- Valid California Operator's license issued by the State Department of Motor Vehicles
- *Highly desirable:* Possession of Penal Code §832 Certification

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk, hear or walk; stoop, bend and lift and/or move up to 50 pounds; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; specific vision abilities required by this job include close and faraway vision and the ability to adjust focus.

SELECTION PROCESS:

Interested individuals must submit a **City application form and Resume to:**

**City of Escalon, Personnel Department
2060 McHenry Ave.
Escalon, CA 95320**

Applications will be rejected if they are incomplete and required documentation is not attached. Facsimile copies are not accepted. Applicants with the most appropriate qualifications will be invited to a future oral examination board. The City of Escalon reserves the right to reject any and all applications.

ABOUT THE COMMUNITY:

Escalon is an attractive City of 7,065 persons in a productive agricultural area of San Joaquin County. The name "Escalon" means "Stepping Stone" in Spanish, and is thus the City's motto, "Stepping Stone to the Central Valley." The City's logo is "Land of Peaches and Cream." Stockton is 22 miles, Modesto 10 miles, Yosemite National Park a two hour drive, and San Francisco 90 minutes away. The University of the Pacific and San Joaquin Delta College are located in Stockton. Modesto Junior College is in Modesto, and California State University Stanislaus is located in nearby Turlock.

AN EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Persons with disabilities who require special accommodations may contact 209/691-7421. Proof of authorization to work in the United States is required for all employees.

CITY OF ESCALON
 HUMAN RESOURCES DEPARTMENT
 2060 McHENRY AVENUE
 ESCALON, CA 95320
 (209) 691-7421



DEPARTMENT USE ONLY:

CITY OF ESCALON EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Applications must be typed or printed in ink. Complete all sections.

Continuous Filing applications will only be kept on file for 6 months. After such time a new application will be required.

1. Job Title: _____

2. Your Name: _____
Last First Middle

3. Address: _____
Number and Street Apt. # City State Zip

4. Telephone Number: Home (____)____-____ Cell (____)____-____ email: _____

5. Social Security Number: _____ - _____ - _____
(In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security number will be used for identification purposes to ensure that proper records are maintained.)

6. Are you eligible to be lawfully employed in the United States? Yes No

7. Have you ever worked for the City of Escalon? Yes No
 If yes, prior employment dates: _____

8. Do you have a valid California driver's license? Yes No
 Class: _____ Number: _____ Exp. Date: _____

9. Have you ever been convicted of a felony? Yes No
 If yes, please give circumstances: _____

10. Professional license, certificate, credential, or other qualifying training: _____

11. EDUCATION: Circle highest grade or year completed: 8 9 10 11 12 13 14 15 16 17 18 18+

Name/address of colleges, trade or technical school attended	Major	Semester Units Completed	Degree or Certificate

PLEASE TURN PAGE OVER TO CONTINUE COMPLETING APPLICATION

12. Please give us enough information to allow for review and evaluation of your work experience and abilities. List the positions you have held, starting with your most recent job. Include relevant volunteer experience. If you were employed under another name, provide the name by which you were known to your employer. If additional space is needed, attach additional pages (include your full name and position for which you are applying on each page). ***This section must be fully completed. A resume must be attached, but will not be accepted in lieu of this section.***

From (mo/yr)	To (mo/yr)	Position Title:
Employer name/address:		Duties:
Supervisor:		Phone:
Reason for leaving:		Monthly salary: Start Final

From (mo/yr)	To (mo/yr)	Position Title:
Employer name/address:		Duties:
Supervisor:		Phone:
Reason for leaving:		Monthly salary: Start Final

From (mo/yr)	To (mo/yr)	Position Title:
Employer name/address:		Duties:
Supervisor:		Phone:
Reason for leaving:		Monthly salary: Start Final

From (mo/yr)	To (mo/yr)	Position Title:
Employer name/address:		Duties:
Supervisor:		Phone:
Reason for leaving:		Monthly salary: Start Final

13. May we contact all employers listed in Section 12? Yes No
 If no, indicate exceptions: _____

14. *The information in this application is correct to the best of my knowledge. I understand and agree that any intentional misstatement or omission of material fact may be cause for disqualification or termination of employment. I understand that the City of Escalon will perform a background investigation based on the information given in my application, including but not limited to criminal and driving record searches, employment and education verification, and relevant citizenship or immigration status; and that such investigations may result in disqualification from employment with the City. Except as otherwise noted, previous employers are authorized to give any and all information concerning my previous employment. I understand that if offered a position with the City of Escalon I may be required to submit to medical and/or psychological examinations, and that any offer of employment is conditioned on the results of such examinations.*

 Applicant Signature

 Date