

## **Kennel Technician, Animal Shelter**

**Annual Salary:** \$20,800.00 Grade: 13 (Employees: Refer to Civil Service Rule VI.3.1 and VI.17 for promotional rate) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Benefits Offered: 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies at the Animal Shelter and future vacancies as they occur to perform manual work in the operation and maintenance of the Animal Shelter for the City of Alexandria. Cleans and disinfects kennels, cages, bowls, and related equipment. Feeds, waters, and exercises animals daily, or more often as needed; bathes and dips as needed. Supports and assists Animal Control Officers in performing their duties. Work is performed under the supervision of the Crew Leader and Superintendent and is subject to a rotating weekend shift.

### **Minimum Applicant Qualifications:**

- High School diploma or GED is preferred; some experience in animal care is preferred; or any equivalent combination of education, training, and experience.
- **Must possess a valid driver's license.**
- Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment.
- Must complete a basic animal control training course within one year of hire.
- May be required to complete state regulated euthanasia training and obtain certification, depending upon the needs of the department.

### **Work Schedule:**

Monday – Friday; May work some weekends

### **Kind of Examination**

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Civil Service Department Ph. (318)449-5078, Fax (318)449-5232, Email:  
civilservice@cityofalex.com**

**The City of Alexandria is an Equal Opportunity Employer**

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.**

**Accepting paper applications until filled.**

**COMPLETE A PAPER APPLICATION AT:  
[WWW.CITYOFALEXANDRIALA.COM](http://WWW.CITYOFALEXANDRIALA.COM) UNDER OUR EMPLOYMENT PAGE**

**Completed applications may be submitted in one of the following ways:**

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street  
Alexandria, LA 71301**
- b. Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)**
- c. Fax: (318) 449-5232**

**Civil Service Department Ph. (318)449-5030 Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)  
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