



# CITY OF OREM

## HUMAN RESOURCES

Office      Job Hotline      TDD      FAX  
229-7186    229-7170    229-7186    229-7306

### ANIMAL SHELTER TECHNICIAN (for NUVAS)

**OPENING DATE: January 13, 2020**

**CLOSING DATE: January 21, 2020**

**DUTIES:** This is a full time, benefitted position working under the direction of the Shelter Director at the North Utah Valley Animal Shelter. Responsibilities include: providing quality customer service along with friendly and accurate public assistance regarding North Utah Valley Animal Shelter services including animal redemptions, relinquishments, and adoptions as well as public education regarding animal services; providing for the humane care and treatment of animals including feeding, grooming, vaccinating, handling, transporting, and relocating animals along with cleaning and sanitizing of kennels and enclosures, and the proper application of disease prevention and reduction strategies; conducting animal behavioral evaluations and health assessments; maintaining and cleaning the shelter facility and grounds; performing animal euthanasia in accordance with shelter policies and procedure and applicable state and federal laws; clerical duties including keeping and maintaining accurate records, precise data entry and management, filing, mailing, and phone management. Performs other duties as assigned.

**QUALIFICATIONS:** Applicants must possess a high school diploma or equivalent, a minimum of one year experience working directly with animals in a professional and/or organizational setting preferably in the animal control or animal shelter field, and a minimum of one year experience working directly with the general public in a customer service capacity. Requires a working knowledge of safe and humane animal handling methods; familiarity with animal euthanasia; working knowledge of domestic canine and feline breed identification; knowledge of animal behavior - specifically domesticated animals, ability to humanely euthanize animals as required, ability to handle large, out of control animals; effectively work with the public and others in high stress situations and ability to resolve potentially volatile situations; ability to effectively manage aggressive and/or infectious animals, ability to properly organize files, documents, and data; ability to maintain accurate reports, records and inventories, ability to perform basic mathematical calculations, and the ability to deal courteously and tactfully with the general public. Requires the possession of a valid Utah driver's license and a good driving record. Must have no illegal drug use/convictions within the last three years. Department policy does not allow tattoos, body piercing, or branding to be visible while in uniform or at anytime when the employee is identifiable as a member of the department. Final candidates will be required to pass drug screen and criminal background investigation prior to hire. Incumbents will be required to obtain a euthanasia certification.

**SALARY:** \$13.36 to \$20.04 per hour depending upon qualifications. SALARY WILL GENERALLY START AT THE LOWER END OF THE SALARY RANGE.

**APPLICATIONS:** Those interested in applying should submit their application online at [www.orem.org](http://www.orem.org) or to the Human Resources Office by or before Tuesday, January 21, 2020, at 5:00 pm. ONLY THE INFORMATION ON OR ATTACHED TO THE APPLICATION WILL BE USED FOR SCREENING PURPOSES. The Human Resources Office will make reasonable efforts in the application process to accommodate disabled applicants. If you have special needs, please call 229-7186.

**PLEASE READ THIS NOTICE BEFORE APPLYING FOR THIS POSITION:** This position is an opening with the North Utah Valley Animal Services Special Services District (N.U.V.A.S.S.S.D.). The candidate that is selected and accepts this position will be an employee of N.U.V.A.S.S.S.D. The selected candidate will not be an employee of the City of Orem. N.U.V.A.S.S.S.D. is a government entity that is independent of the City of Orem and the other cities through northern Utah County that are served by N.U.V.A.S.S.S.D. Pursuant to a contract between the City of Orem and N.U.V.A.S.S.S.D., the City of Orem provides payroll services to N.U.V.A.S.S.S.D. Though the selected candidate will be enrolled in the City of Orem's retirement and benefit programs, all employment decisions regarding the selected candidate (including, but not limited to, decisions regarding assignments, job duties, promotions, demotions, termination or other disciplinary actions) will be made by N.U.V.A.S.S.S.D. management and taken pursuant to N.U.V.A.S.S.S.D. policies; the City of Orem will not be involved in promotional or disciplinary proceedings.

**THE CITY OF OREM IS AN EQUAL OPPORTUNITY EMPLOYER**  
**56 NORTH STATE STREET OREM, UTAH 84057**