

Hood River County

Employment Opportunity

Hood River County Human Resources

Administration Office

601 State Street, Hood River, Or. 97031

Phone: (541) 386-3970 Fax: (541) 386-9392

An Equal Opportunity Employer

March 17, 2016

County Sheriff's Department

Job Title: Animal Kennel Attendant

SUMMARY: Part-time position, approximately 2-3 hours per day, 2-3 days per week. Morning shift between 7a.m. to 10 a.m. Duties, hours and days may be split between two persons for better flexibility to clean kennels, exercise and feed dogs at the Hukari Animal Shelter in Odell.

QUALIFICATIONS: Must be 18 years of age and should have some experience in the care of animals.

HOURLY RATE: \$9.25 per hour. The duties needed are generally accomplished within one to two hours. Kennel Attendants must maintain and submit a record of arrivals and departures.

APPLICATIONS: All applicants must submit a Hood River County application. Request job packet and return to Hood River County Administration, 601 State Street, Hood River, Oregon 97031 or fax #(541) 386-9392.

APPLICATION DEADLINE: Open until sufficient applicants are obtained.

Hood River County is an Equal Opportunity Employer.

Hood River County
Job Description

JOB TITLE: Kennel Assistant

SUMMARY: Maintains the kennel facility in a sanitary condition; cares for dogs and other animals in the shelter.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Clean and disinfect dog kennels, water/food bowls and animal bedding.

Move 50 lb. feed bags.

Feed and water dogs in the shelter.

Maintain the facility in a clean and sanitary condition.

Leash and exercise uncooperative and untrained dogs weighing from 10lbs to 100 lbs.

Document animal behaviors in English.

Read instructions in English regarding the animal's behavior or particular needs.

Administer oral medications to animals in the shelter as necessary.

QUALIFICATIONS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Some working knowledge of animal care and handling, particularly canine; Must not be afraid of dogs; ability to operate motor vehicle; physical strength to withstand strain of performing heavy lifting.

EDUCATION and/or EXPERIENCE: High school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write simple correspondence in English. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand and use hands and fingers to handle or feel objects, tools or controls, and reach with hands and arms. The

employee is frequently required to walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl.

The employee must regularly lift and/ or move up to 25 pounds and occasionally required to lift and/or move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: Employee must be able to work independently and be safety conscious. While performing the duties of this job the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles from chemicals and cleaners, and illnesses to include rabies. Employee will be exposed to noise, odors and occasionally working with large untrained dogs.

Revised 04/20/07
09/10/08

Matthew English
Sheriff

Brian Rockett
Chief Deputy

Jamie Hepner
Parole & Probation Commander



Erica Stolhand
911 Commander

Terry L. Clouse
Chief Civil Deputy

Jerry Keith
Executive Assistant

POSITION APPLYING FOR: _____ Deadline Date: _____

Follow these directions exactly: answer all questions completely and accurately, use N/A if necessary. Print all information, do not write or type. Employment and personal references must be filled in completely. All information in this application is subject to verification.

1. PERSONAL INFORMATION: Name, Address and Telephone

Last	First	Middle
Street Address		
Mailing Address (If Different)		
City	State	ZIP Code
Home Phone	Work, Day Time or Message (If Different)	
Email Address		
Maiden name or other names you have used		Social Security Number

2. FEDERAL REGULATION: At the time of hire will you be authorized to work in the USA? Yes___ No__

The Immigration Reform and Control Act (IRCA) require individuals to provide to an employer documented proof that they are authorized to work in the United States. This proof must be provided to Human Resources within three days from date of hire.

3. CRIMINAL CONVICTIONS: Have you ever been convicted of a crime for which the penalty could have been confinement in a state or federal penitentiary? Juvenile convictions do not apply. Yes___ No___

If yes, provide date, charge, and jurisdiction.

This information is required in order to determine ability to perform an integral part of the position requirement, having access to law enforcement criminal data files.

4. WORK AVAILABILITY (Check as many as apply): Full-time _____ Part-time _____ On Call _____
ABLE TO WORK ALL SHIFTS - Day _____ Swing _____ Graveyard _____

5. Driver License number and State of issue, if driving is an essential part of the job:

Number _____ State _____

6. **EDUCATION AND FORMAL TRAINING**

Do you have a high school diploma or G.E.D. certificate? Yes No

Name and Location of School:

List education below: Military, Trades, Business or other schools attended (attach additional sheets if necessary).

#	Name and Location	Major Course Of Study	Hours Completed	Graduated? Yes/No	Certificate Or Degree Earned and Year
1					
2					
3					
4					

List multi-line phone systems, public contact, etc. and describe any other specialized equipment or special skill/training you have used:

8. Skills, Licenses, and/or Certificates (list all fire, EMS and law enforcement classes and certificates)

Class	Date

9. List all addresses where you have lived during the past ten years, beginning with your current address.
List date by month and year

From	To	Address including City and State

10. Are you fluent in a foreign language?

<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<u>Understanding</u>

11. EMPLOYMENT/VOLUNTEER EXPERIENCE:

List every employer and period of employment for the past fifteen (15) years in order, starting with the most recent. Include any gaps during that time. List and describe any additional job-relevant experience, including volunteer work. If you need more space, you may attach additional sheets. If describing additional duties, number the pages to correspond with the number in the Employment/Volunteer Experience section. If describing additional employers and employment, use the same format as below and number each job. Employment reference information must be filled in completely.

1	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
	May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving?		

2	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
	May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving?		

3	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
	May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Reason for leaving?	

4	Current or Last Employer	From
	Street Address	To
	Mailing Address (if different)	
	City	Starting Salary
	Phone number with area code	Ending Salary
	Supervisor's Name	Full-time
	Job Title/Description	Part-time
	Duties:	Hours/week
	May we contact this employer for a job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Reason for leaving?	

IF NEEDED PLEASE PHOTOCOPY THIS PAGE FOR ADDITIONAL EMPLOYMENT HISTORY

12. PERSONAL REFERENCES:

List four references, not related by blood or marriage (not current or former employers), who are responsible adults, three of whom have known you for at least three years.

1.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

2.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

3.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

4.	Name		
	Street Address		
	Mailing address (if different)		
	City	State	Zip Code
	Phone number with area code		# Years Known

13. The following questions are to be answered in paragraph format. Please answer the questions to the best of your abilities, while keeping in mind grammar, spelling and punctuation.

1. Give some examples of when you have worked under pressure / stressful situations and what you learned from it.

2. Name five things that cause you to stress and explain why.

3. Are you able to multi/task? Explain using examples.

4. What qualities and talents do you have that you feel would help you in this job?

I CERTIFY AND AFFIRM THAT I HAVE READ AND PERSONALLY COMPLETED THIS APPLICATION, REFERENCE RELEASE AND *ADDENDUM* (if applicable) AND ALL STATEMENTS CONTAINED HERE IN ARE TRUE, COMPLETE AND ACCURATE.

Applicant Signature

Date

Please send applications to: Human Resource Dept, 601 State Street, Hood River, OR 97031 or Fax to: 541-386-9392

Matthew English
Sheriff

Brian Rockett
Chief Deputy

Jamie Hepner
Parole & Probation Commander



Erica Stolhand
911 Commander

Terry L. Clouse
Chief Civil Deputy

Jerry Keith
Executive Assistant

REFERENCE RELEASE

As part of the application process, it is necessary for the Hood River County Sheriff's Department to conduct a thorough background investigation. This background will be used to help determine my suitability and fitness for employment and predictability for my success in the job. The information gathered prior to my employment is considered confidential and will not be used to evaluate my performance after my date of hire or to evaluate my eligibility for promotion. I agree that documents and records of information gathered as part of the background investigation concerning me shall remain confidential. I waive any and all rights I may now or may hereafter have to acquire or review this information. I understand that Hood River County Sheriff's Department may promise confidentiality of background reference information to those from whom they seek this information, and I agree that I will not attempt to obtain such documentation or information. I understand that I make this agreement as a condition of further consideration for employment and agree that it should be binding upon me whether I am hired or whether my application for employment is rejected. I understand the authority for collection of information must be signed by me, giving Hood River County Sheriff's Department and/ or their agent permission to conduct a thorough background investigation. This voluntary release allows Hood River County Sheriff's Department and/or their agent to contact agencies for release of information and accurate documentation concerning my past personal history, past employment history, financial, medical and including a criminal history check.

AGREEMENT

I certify that all answers and information submitted by me are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal, employment, educational, military, financial, medical, criminal histories and other related matters as maybe necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liability in responding to inquires in connection with my application.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Notice: A photocopy or fax of this release may be accepted as an original.

Applicant Signature

Date

Applicant Full Name (Please Print – Last – First – Middle)

Other Names Used

Residence Address (Street – City – State – Zip)

Mailing Address (If Different)

Date of Birth

Social Security Number

Driver License Number/State

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

In an effort to comply with requirement regarding government record keeping, reporting and other legal obligations, we have composed this form to be completed by the applicant on a voluntary basis. Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions. You have the right to refuse to supply this information is Strictly Voluntary.

THIS INFORMATION IS STRICTLY VOLUNTARY & KEPT CONFIDENTIAL

General Information

Date: _____

Position Applying for: _____

Name: _____

Male

Female

Signature: _____

Date of Birth: _____

Handicapped Person - A person with a handicap who is capable of performing a particular job with reasonable accommodations for the person's handicap.

Race and/or National Origin

Name of Category

Definition of Category

American Indian or Alaska Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through recognition or tribal affiliation.

Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes

Black, not of Hispanic Origin

A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rico, Cuban, Central or South American, or other Spanish cultures or origins.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.

White, not of Hispanic Origin

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

Other

A person included in another category

For Human Resource Only

Position(s) applied for: Available

Not Available

Other positions considered for: _____

Hired? Yes No

Position hired for: _____ Hire Date: _____



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