



# MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<b>DEPARTMENT:</b>	Animal Shelter	<b>JOB GRADE:</b>	4
<b>JOB TITLE:</b>	Kennel Technician	<b>BI-WEEKLY SALARY:</b>	\$11.71 hr
<b>LOCATION:</b>	8535 State Hwy 242 Conroe, Tx 77385	<b>CIVIL SERVICE:</b>	Yes
<b>SHIFT HOURS:</b>	8:00am - 5:00pm (must be available weekends)		
<b>SUBMIT APPLICATIONS:</b>	Montgomery County Human Resources Department	<b>ADDRESS:</b>	501 N. Thompson, Ste. 400 Conroe, TX 77301
<b>PHONE:</b>	(936) 539 - 7886	<b>FAX:</b>	(936) 788-8396
<b>E-MAIL:</b>	<a href="mailto:jobs@mctx.org">jobs@mctx.org</a>	<b>WEBSITE:</b>	<a href="http://www.mctx.org">www.mctx.org</a>
<b>OFFICE HOURS:</b>	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

### Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> <li>High School Diploma or Equivalent</li> <li>Requires less than 1 year experience in related field</li> <li>Ability to remain calm and professional in high stress situations</li> <li>Ability to work independently and with a team</li> </ul> | <ul style="list-style-type: none"> <li>General knowledge of basic office equipment (copiers, fax, ect.)</li> <li>Data entry and retrieval experience preferred</li> <li>Excellent communication skills with co-workers, volunteers, and citizens</li> </ul> |
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### Primary Job Duties

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| <ul style="list-style-type: none"> <li>Maintain clean, healthy environment for all animals, staff and citizens</li> <li>Responsible for feeding and watering all animals</li> <li>Responsible for cleaning animals and their kennels</li> </ul> | <ul style="list-style-type: none"> <li>Responsible for administering and documenting medication prescribed to animals</li> <li>Assist citizens looking to reclaim, rescue, adopt or foster animals</li> </ul> |
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**After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.**

Position No:	6331-2711-0	Requisition No:	2500
Date Posted:	03/01/2017 Revised		Equal Employment Opportunity Employer