



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Animal Shelter	JOB GRADE:	4
JOB TITLE:	Kennel Technician	BI-WEEKLY SALARY:	\$11.37 hr
LOCATION:	8535 State Hwy 242 Conroe, Tx 77385	CIVIL SERVICE:	No
SHIFT HOURS:	8:00am - 5:00pm (must be available weekends)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		
Education, Experience and Skill Requirements			
<ul style="list-style-type: none"> • High School Diploma or Equivalent • Requires less than 1 year experience in related field • Ability to remain calm and professional in high stress situations • Ability to work independently and with a team • General knowledge of basic office equipment (copiers, fax, ect.) • Data entry and retrieval experience preferred • Excellent communication skills with co-workers, volunteers, and citizens 			
Primary Job Duties			
<ul style="list-style-type: none"> • Maintain clean, healthy environment for all animals, staff and citizens • Responsible for feeding and watering all animals • Responsible for cleaning animals and their kennels • Responsible for administering and documenting medication prescribed to animals • Assist citizens looking to reclaim, rescue, adopt or foster animals 			
<p>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.</p>			
Position No:	6331-2711-0	Requisition No:	2500
Date Posted:	03/01/2017	Equal Employment Opportunity Employer	