



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ANIMAL CARE TECHNICIAN

**Class Code: 4310**

**Open Date: 07-18-14**

### **ANNUAL SALARY**

\$41,822 to \$51,970

### **NOTES:**

1. Higher salaries are paid for night work.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

An Animal Care Technician receives and cares for all types of domestic and wild animals; assists with transferring animals to other shelters; explains regulations regarding disposition of animals to the public; works with the public to adopt animals both in the shelter and at mobile adoption events; cares for dangerous and/or diseased and injured animals; interfaces with medical staff regarding the health of animals; and cleans kennels, cages, vehicles, buildings, yards and equipment. Animal Care Technicians must assist in humanely euthanizing animals due to disease, injury or overcrowded conditions. Animal Care Technicians require contact with the public, volunteers, adoption partners, local veterinarians/clinics, internal staff and staff in other departments and provide excellent customer service and animal care.

### **NOTE:**

An Animal Care Technician must be available for assignment to various shifts, weekends, and holidays, at any one of the animal care centers located in Central Los Angeles, South Los Angeles, West Los Angeles, San Pedro and the San Fernando Valley.

### **REQUIREMENTS**

1. 1,040 hours of experience (paid or volunteer) in the care or maintenance of companion animals, which must include dogs, cats, or rabbits; **or**
2. Completion of 3 semester units or 4 quarter units from a recognized college or university in animal health or animal care.

### **NOTES:**

1. **Candidates must achieve a passing score in the qualifying written test in order to be called for the subsequent portion of the examination.**
2. Candidates qualifying under Requirement No. 2 must provide a copy of their transcripts for the qualifying course work prior to certification. Only those candidates who submit their transcripts can be certified in order of standing on the eligible list to fill existing vacancies. The transcripts should be mailed to: Personnel Department, Attention: Background Unit/Animal Care Technician (4310), 700 E. Temple Street, Room 235, Los Angeles, CA 90012.
3. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
4. Candidates should obtain and read the Animal Care Technician Information Sheet, which describes some of the challenging aspects of the job of Animal Care Technician. The Information Sheet is available on-line at <http://per.lacity.org/exams/4310sup.pdf>.

### **WHERE TO APPLY**

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, JULY 31, 2014.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## SELECTION PROCESS

**Class Code 4310** ..... **07-18-14**