



Job Description

Job Title: Pet Licensing Assistant/Processor

Supervisor: Pet Licensing Coordinator/Director of Public Services

Classification: Full Time/Hourly/Non-Exempt/Full Benefit

Pay Rate: \$12.00 to \$15.00

Physical Demands: Individuals will frequently be required to speak publicly; stand, walk or sit for extended periods of time, hear sufficiently; reach, bend or stoop, regularly lift and carry up to 40 pounds.

Occupational Disclaimer: This position works daily in an animal shelter. This position will come in direct contact with animals and will be exposed to animal related smells and sounds.

Minimum Qualifications:

- ✓ Should have a minimum 6 month's work/volunteer experience in the Animal Welfare/Customer Service field
- ✓ Should be proficient with PetPoint Animal Management software
- ✓ Must have intermediate critical thinking ability
- ✓ Must have intermediate conflict management skills
- ✓ Must have intermediate computer skills
- ✓ Must be able to accurately type 45 wpm
- ✓ Must have intermediate writing and math skills
- ✓ Must demonstrate professionalism, courtesy, tact and sound judgment
- ✓ Must have a valid and clean Washington State driver's license and current automobile insurance
- ✓ Must be able to pass an employment background check and drug screening

Specific Duties:

- ❖ To assist the Director of Public Services and Pet Licensing Coordinator to establish and maintain the AVHS pet licensing policies/procedures, as well as, learn and follow the Society's policies/procedures and city, county and state requirements in regards to animal care and licensing
- ❖ To promote a positive image of the Society through positive public relations
- ❖ To establish and maintain effective and cooperative working relationships with AVHS staff members and other AVHS departments
- ❖ To answer phones and assist the public with AVHS related issues
- ❖ To assist the Director of Public Services and Pet Licensing Coordinator in the coordination of training of pet licensing volunteers
- ❖ To assist the Director of Public Services and Pet Licensing Coordinator in the coordination of reciprocal pet licensing programs with partner agencies
- ❖ To assist the Director of Public Services and Pet Licensing Coordinator regarding the accuracy of all pet licensing paperwork
- ❖ To assist the Director of Public Services and Pet Licensing Coordinator regarding the production of accurate weekly and monthly pet licensing reports
- ❖ To perform the daily revenue reconciliation of the licensing cash box as needed
- ❖ To stock and replenish all licensing paperwork as needed
- ❖ To assist customers as needed at the front desk regarding the income and outgo of shelter animals
- ❖ To attend board meetings and fundraising events as needed
- ❖ To perform other reasonable duties time to time, as assigned by the Director of Public Services, Pet Licensing Coordinator or the President/CEO

❖ ~Auburn Valley Humane Society Vision Statement~

❖ *To be a model of excellence in the advancement of animal welfare.*



❖ ~Auburn Valley Humane Society Mission Statement~

❖ *The Auburn Valley Humane Society enriches the lives of companion animals and people through animal sheltering, programs, services and community engagement.*