



Thank you for your interest in the position of  
**Animal Shelter Attendant:**  
**Police Department.**

Enclosed in this packet you will find:

Job Description  
Employment Application  
Affirmative Action Form

In order to be considered for this position, **complete and return** the Job Description Signature Page, Job Application, and the Application Notification/Release of Information Form. **You should keep this letter and the job description for your personal information.**

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. If you choose to submit it, please include it with your application.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made.

This position will remain open until it is filled.

Applications are forwarded to the appropriate department head for consideration. The department head for this position is Captain McDonald.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer, Human Resources Director at 806.894.0113 or [mfieldsallgeyer@levellandtexas.org](mailto:mfieldsallgeyer@levellandtexas.org)

**PLEASE RETURN YOUR COMPLETED APPLICATION TO LEVELLAND CITY HALL, MAIL IT TO PO BOX 1010, LEVELLAND, TX 79336, EMAIL IT [mfieldsallgeyer@levellandtexas.org](mailto:mfieldsallgeyer@levellandtexas.org), OR FAX IT TO 806-894-0119.**

**Class Title: Animal Shelter Attendant**

**BRIEF DESCRIPTION:**

Under general supervision, cares for and feeds the animals at the Levelland Animal Shelter, participates in the destruction of animals, and maintains the shelter facilities and grounds; performs other duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Performs animal care duties such as preparing food, feeding, and providing water; cleaning and disinfecting kennel and cat cages; washing litter and food pans; sweeping and mopping floors; picking up fecal material; washing and sweeping debris from walls, beds, kickplates, and dog run areas.
2	H	Monitors sick, quarantined, and injured animals and observes them for unusual physical and behavioral conditions; separates and controls fighting animals; segregates and isolates animals as necessary; assists the veterinarian or staff with vaccinations and minor medical treatments; keeps a record on the disposition of animals; performs a daily count of animals and reports any condition or inconsistencies to the supervisor or veterinarian as appropriate.
3	H	Participates in the destruction (euthanasia), by lethal injection, of dangerous, sick or unwanted animals; assists in preparing rabies specimens and insures the timely delivery to the laboratory for testing.
4	H	Shows animals to the public and provides information regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions; collects license, redemption, and adoption fees.
5	M	Completes various records and forms such as kennel cards, logs of controlled drugs dispensed, daily activity sheets, receipts for fees, and work order forms for repairs; prepares and issues citations for license violations; maintains a log and inventory of food and other animal supply needs.

6	M	Maintains shelter facility; cleans windows and restrooms, pulls weeds, and makes minor repairs; checks gates and locks for security purposes and reports any safety or liability concerns to the supervisor; cleans and stocks animal control vehicles.
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<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over one year up to and including two years.
Certification and Other Requirements	Valid Texas Driver's Licenses
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives limited directions. The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little or no analysis or judgment.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	At shelter
Sitting	O	While doing paperwork
Walking	F	Around shelter
Lifting	F	Animals, food bags, kennel items
Carrying	F	Animals, food bags, kennel items
Pushing/Pulling	O	Animals, equipment
Reaching	O	
Handling	O	Animals, Equipment, tools
Kneeling	O	To pick up items from the ground
Crouching	O	To pick care for animal
Crawling	O	
Bending	F	To pick up animals and trash
Twisting	F	When shoveling and walking animals.
Climbing	O	Ladder
Vision	C	When reading and observing work activities
Hearing	C	Listening to other employees, traffic and animal noises
Talking	F	To other employees, volunteers and citizens
Other (Specify)		

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Respiratory Hazard	M	Office Environment	
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	
Electrical Hazards	S	Noise and Vibration	W	Animal Shelter	X
Fire Hazards	S	Wetness/Humidity	W	Vehicle	
Explosives	N	Physical Hazards	D	Outdoors	X
Communicable Diseases	M				
Physical Danger or Abuse	D				
Other (see 1 below)					

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety vest, hard hat, boots, gloves, safety glasses

**NON-PHYSICAL DEMANDS:**





**Application For Employment**

1709 Ave. H. PO Box 1010 Levelland, Texas 79336

Phone 806-894-0113 Fax 806-894-0119

**Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.**

Animal Shelter Attendant \_\_\_\_\_  
POSITION DESIRED \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle )

Mailing Address \_\_\_\_\_  
Number Street or Avenue City State Zip

Telephone No: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_ @ \_\_\_\_\_

Do you have any relatives employed by the City of Levelland?  Yes  No

Department: \_\_\_\_\_ Their Name(s): \_\_\_\_\_  
Relationship \_\_\_\_\_

Have you been interviewed by the City previously?  Yes  No

When \_\_\_\_\_ What Position? \_\_\_\_\_ By Whom? \_\_\_\_\_

Check all types of work you will accept:  Full Time  Seasonal/Temporary  Part Time

When will you be able to report for work? \_\_\_\_\_ Minimum salary requirement \_\_\_\_\_

Are you a U.S. Citizen? :  Yes  No

If not, provide alien registration number: \_\_\_\_\_

Have you ever been convicted of a felony:  Yes  No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions of the job?  Yes  No

If no, which essential functions will you be able to perform? \_\_\_\_\_

What reasonable accommodations would help you to perform the essential functions?

High School or GED \_\_\_\_\_  
School City/State Last Grade Completed

College/University: \_\_\_\_\_  
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer?  Yes  No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	

**READ CAREFULLY BEFORE SIGNING**

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

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**The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.**







**AFFIRMATIVE ACTION FORM**

**Emergency Dispatcher/Assistant Telecommunications Supervisor**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex:  Male  Female

Race/ethnicity:

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Veteran:  Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Newspaper ad              | <input type="checkbox"/> Tech school/college placement | <input type="checkbox"/> Employee referral |
| <input type="checkbox"/> Temporary service service | <input type="checkbox"/> Recruiter                     | <input type="checkbox"/> State employment  |
| <input type="checkbox"/> Other _____               |  |  |