

Bladen County Health & Human Services

Bladen County Health Department
PO Box 189, 300 Mercer Mill Road
Elizabethtown, NC 28337



Dr. Teresa Duncan DNP, RN-C, Health Director
910-862-6900 Phone
910-862-6859 Fax

November 26, 2019

RECRUITMENT ANNOUNCEMENT

POSITION: Shelter Attendant - Two Vacancies

STATUS: Part Time

RECRUITMENT STANDARDS:

GENERAL DESCRIPTION: The primary purpose of the position will be assist with the cleaning of the Animal Control Shelter which includes the animal pens, feeding animals, assisting with adoptions, answering the phone and greeting the public. Position will work approximately 17.5 hours per week including weekends.

WORK EXPERIENCE REQUIREMENTS: Two years of work experience with animals in animal control or other similar environment (preferred but not required)

EDUCATION REQUIREMENTS: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretary experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience as described above; or an equivalent combination of training and experience.

SALARY: \$10.00/hourly

APPLICATION PROCESS: Bladen County Employment Application must be submitted to:

NC Works Career Center
401 Mercer Mill Road
Elizabethtown, NC 28337

Applications for this position will be **OPEN UNTIL FILLED.**

In compliance with the Immigration Reform and Control Act of 1986, Bladen County will employ only those individuals who are U.S. Citizens or legal aliens authorized to maintain employment in the United States.

BLADEN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER