



POSITION VACANCY ANNOUNCEMENT

Position: Animal Care Technician (PT)
Starting Salary: \$16.07/hour
Posting Date: October 14, 2026

Department: Animal Care and Control
FLSA Status: Non-Exempt
Closing Date: October 28, 2026

Readvertisement – Previous Applicants will be considered and do not need to reapply

Job Summary:

This position is responsible for providing daily care and enrichment for shelter animals, ensuring the health and wellbeing of shelter animals, maintaining a clean and sanitary environment, and assisting visitors and customers. This position requires work on weekends and holidays.

Major Duties:

- Performs duties related to the daily care of Shelter animals including cleaning and disinfecting of the animal holding areas and walkways;
- Assures that animals receive water and species/age specific food in a sufficient quantity.
- Maintains animal records.
- Ensuring all animals are attended to and cared for during inclement weather, Holidays, and days the shelter is closed to the public.
- Provides daily enrichment and behavior modification to shelter pets.
- Houses and provide daily care for animals in rabies/bite quarantine.
- Provides information and assistance to the general public.
- Participate in training for local schools and civic groups.
- Assists in updating social media.
- Arrange and participate in animal transportation to other facilities, set up crates, food, water, litter, etc.
- Safely secure aggressive animals.
- Trains and lead volunteers and community service.
- Provide counseling to potential adopters and citizens needing to relinquish pets.
- Monitors all animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; makes notations and reports problems regarding health of animals.
- Perform continual maintenance and housekeeping duties including minor repairs and upkeep; reports equipment that needs repair or replacement.
- Provide safe and humane handling of animals in the Shelter.
- Dispenses medications as prescribed and directed and verify that animals have swallowed all oral medications.
- Assists in performing health and behavior evaluations on individual animals.
- Responsible for bathing, exercising and socializing of Shelter animals.

- Responsible for washing, drying, folding, and putting away laundry, washing and sanitizing dishes.
- Performs routine spot-checks and sanitation of animal holding areas throughout the day to maintain cleanliness.
- Assists with the intake of animals; preparing housing for new intakes.
- Responsible for observing how animals interact with various people and other animals; and advising supervisor of any animal that is unusually withdrawn or that displays aggression toward people or other animals.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed.
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.
- Performs other related duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent.
- Must be at least 18 years old or older at time of hire to meet all legal state requirements for this position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Possession of a valid Driver's License issued by the State of Georgia.

Must pass a Background/Reference Check and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.