



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening:
Animal Attendant (Part-Time)

Department: Health and Human Services

Division: Animal Care & Control

Exempt/Non-Exempt: Non-Exempt

Union/Management: Local 246

Full-Time/Part-Time/Seasonal: Part-Time

Workweek: Morning & Evening Shifts; May Require Working Weekends

Salary: \$20.00/hr. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking an Animal Attendant to support the Department of Health and Human Services – Division of Animal Care & Control. Under the direction of the Animal Control Officer, this position cares for, feeds and grooms dogs, cats, and other animals. This positions primarily involves the cleaning of their living quarters and the adjacent areas.

Job Duties:

- Feed, water, clean, groom, and exercise animals.
- Cleans and sterilizes animal food bowls and water pans.
- Cleans, disinfects, and deodorizes washing and grooming areas.
- Cleans and disinfects animal living quarters and may clean other areas including the office and outside areas.
- Collects stool samples and take them to veterinarian for analysis for parasites.
- Observes animals general health, diet, weight, appetite, etc., for negative symptoms.
- Maintains security within the area that the animals are housed.
- Transports animals to veterinarian for check-ups, shots, deworming or other examination and treatment.
- May assist with the training of animals.
- May perform routine clerical work in keeping records of animals being housed.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Preferred Experience:

- Bilingual Preferred.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

Required Licenses:

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Essential Skills:

- Knowledge of the care and feeding of animals.
- Knowledge of the methods of cleaning and disinfecting cages, pens, and related equipment.
- Knowledge of identifying symptoms of health disorders in animals.
- Ability to maintain simple records.
- Ability to deal courteously and tactfully with co-workers and the public.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and resolve problems effectively.

You must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the NJ First Act.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.