



**Kennel Technician
Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411**

**19.5 HOURS A WEEK
HOURS MAY VARY TO INCLUDE EVENINGS AND WEEKENDS**

KIND OF WORK:

The Kennel Technician is responsible for the daily care and maintenance of animals housed at the Morgan County Animal Control facility. This role supports animal welfare through proper feeding, cleaning, monitoring health and behavior, and assisting the public and staff as needed. The ideal candidate is dependable, compassionate toward animals, and able to perform physically demanding work in a fast-paced environment. This position reports directly to the Animal Control Officer II, Animal Control Director, County Administrator, and ultimately to the Morgan County Commission.

EXAMPLES OF ESSENTIAL WORK FUNCTIONS:

- Provide daily care for all animals, including feeding, watering, and administering basic care.
- Clean and sanitize kennels, cages, equipment, and facility areas according to established protocols.
- Observe animals for signs of illness, injury, or behavioral concerns and report findings to supervisors.
- Assist with intake and release of animals, including proper documentation and handling procedures.
- Safely handle animals of various sizes, temperaments, and species (primarily dogs and cats).
- Support vaccination, medication administration, and basic treatments as directed by authorized staff.
- Maintain accurate records of feeding schedules, medical treatments, and observations.
- Assist the public with general questions and direct them to appropriate personnel when necessary.
- Follow all safety guidelines, including proper use of personal protective equipment (PPE).
- Participate in euthanasia procedures when required, in accordance with policy and training (if applicable).
- Perform general facility upkeep, including laundry, waste disposal, and supply restocking.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of animal control laws and regulations.
- Ability to communicate orally and in writing with a variety of individuals and groups.
- Strong compassion for animals and commitment to their well-being.
- Ability to safely handle animals, including those that may be stressed or aggressive.

- Basic recordkeeping and attention to detail.
- Ability to follow instructions and adhere to policies and procedures.
- Willingness to learn proper animal care techniques and safety protocols.

Minimum Experience, Skill Set, and Employment Requirements to Qualify:

- Any level college degree preferred, but not required.
- Skill with Windows operating system and the Microsoft Office suite.
- Ability to successfully pass a federal, state, and local security background check.

PHYSICAL REQUIREMENTS:

This is physical work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; you must have the ability to work in environments with noise, odors, and exposure to cleaning chemicals; the worker is subject to inside and outside work in various weather conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver’s license.
2. May be required to work evenings and weekends and holidays.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Morgan County does not reimburse travel expenses incurred to attend a scheduled interview.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

PROBATIONARY PERIOD:

Morgan County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee’s fitness for the position in which he/she was placed.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER