



APPLY NOW!

OFFICE ASSISTANT III

Irvine Animal Care Center

Part-time: Up to 19 hours per week

\$18.17 - \$23.84 per hour

The Position:

The City of Irvine seeks a skilled candidate with a background or interest in animal care, demonstrated office experience, and strong customer service to assist with the front office operations at the Irvine Animal Care Center. **This position is part-time with a schedule requirement of up to 19 hours per week.**

Essential Duties and Responsibilities; other duties may be required and assigned:

- Assist the public with the paperwork for animal adoptions, animal licensing, and general animal reunions with owners.
- Troubleshoot bookkeeping issues and processes and account for money.
- Respond to public inquiries and answer a variety of questions about Animal Care Center programs and services via the telephone and in person.
- Perform general clerical tasks such as data entry into the Chameleon database, record keeping, answering phones, copying and filing.
- Maintain inventories and lists; order supplies and forms.
- Research and review a variety of materials; maintain and update files, records, and logs pertaining to the Animal Care Center.
- **HOURS: Up to 19 hours per week, weekend availability is required.**

Minimum Training and Experience Required to Perform Essential Job Functions:

- High School diploma or equivalent and one year responsible clerical experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience working in an Animal Care setting a plus.
- Ability to multi-task in a busy animal shelter environment that has exposure to a variety of domestic and wild animals with varying degrees of dander, fur, and feathers.
- Ability to push, pull, drag, lift, and carry equipment/supplies (weighing 50 lbs.) and ability to lean, stoop, twist, and bend in the performance of job.



Are you interested in this job opportunity?

Apply Online: cityofirvine.org/jobs