

CITY OF IRVINE IS HIRING!

Part-time Office Assistant III

Irvine Animal Care Center

\$22.09 - \$28.98 per hour

Hours: Up to 30 hours per week* Shifts can occur Monday through Sunday. Holiday and weekend availability required.

*Please note for **internal candidates**, the position will be filled based on the selected individual's current status as PT or EPT. For **external candidates**, this position will be filled as part-time.

The Position:

Do you have the desire to make a meaningful impact in a vibrant and diverse community? Join a collaborative workforce committed to serving the City of Irvine. 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 30 hours per week.**

Your Impact:

- Provide assistance to the public with animal adoption paperwork, pet licensing, and reuniting lost animal with their owners.
- Responsible for identifying and resolving bookkeeping issues and accurately accounting for all monetary transactions.
- 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 ensure forms are stocked and available.
- Conduct research, review a variety of materials; maintain and update files, records, and logs related to the Animal Care Center.

Minimum Qualifications:

- High School diploma or equivalent and one year of responsible clerical experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience working in an Animal Care setting is 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.

For more information, and to apply by 5PM on April 5, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

