

# Charleston Animal Society (CAS)

## JOB DESCRIPTION

<u>Dept./Division:</u>	Animal Services
<u>Title:</u>	Animal Services Data Specialist
<u>Supervisor/Title:</u>	Director of Animal Pathways
<u>Direct Reports:</u>	None
<u>Working Relationships:</u>	Director of Animal Pathways, Director of the Animal Resource Center, Senior Director of Adoptions, Vice President and COO, Director of Shelter Health, and other coworkers not directly related to one's position.
<u>Compensation:</u>	Non-Exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Director of Animal Pathways this position consists of participating in daily shelter rounds with a focus on inputting, reviewing, and correcting shelter software data point.. This includes but is not limited to, checking animal records to verify they are up to date and scheduling items that need to be completed, checking animal records for correct intake information which includes but is not limited to correct address, zip code, jurisdiction, agency, person and verifying that animals who have been here previously have their records properly merged. This will include other tasks necessary to support the Director of Animal Pathways to maintain animal flow.
<u>Key Responsibilities:</u>	<ul style="list-style-type: none"> <li>● Adhere to the highest ethical standards and provisions of animal care in a safe, competent, professional and humane manner at all times.</li> <li>● Assist with shelter rounds Monday through Friday</li> <li>● Assist with Petpoint data including but not limited to completing items found on shelter rounds such as exams/procedures that need to be scheduled or completed, checking intakes and outcomes in Petpoint for correct addresses, zip-codes jurisdictions, agencies, person, previous animal records and adding/changing locations in location manager. Editing, changing, and doing any updates to records as needed.</li> <li>● Assist with Petpoint reporting</li> <li>● Assist with document and cage card builder needs</li> <li>● Attend Petpoint Webinars and stay up to date with software releases, updates, and developments as they relate to animal flow, health, and behavior.</li> <li>● Assist with weekly animal food count.</li> <li>● Other duties as assigned which could include but are not limited to assisting in cleaning and setting up kennels for new animals as necessary, putting away donations and helping other departments as needed.</li> </ul>
<u>Qualifications:</u>	<ul style="list-style-type: none"> <li>● High school diploma or equivalent required.</li> <li>● Valid South Carolina Driver's License and excellent driving record required.</li> <li>● Ability to work independently with minimal supervision.</li> <li>● High degree of organizational skills and attention to detail</li> <li>● Ability to communicate orally and in writing.</li> <li>● Proficient in data entry.</li> </ul>
<u>Additional Information</u>	<ul style="list-style-type: none"> <li>● Physical requirements include walking, standing and moving of animals and equipment (ability to lift 50 pounds).</li> <li>● Ability to stand a minimum of 10 hours per day.</li> <li>● Must pass a pre-employment drug screen and background check.</li> </ul>
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

---

Date: \_\_\_\_\_

---

Date: \_\_\_\_\_

---

Date: \_\_\_\_\_