

### Police Public Service Assistant I (Animal Shelter)

**\$15.00 to \$18.23 per hour**

Part-time / Long-term Assignment



#### THE POSITION / JOB DUTIES

The Police Public Service Assistant I (PSA I) is assigned to the Police Department's Animal Services Unit and provides basic care for animals. Examples of job duties include:

- Provide care of animals including feeding, grooming, cleaning, walking, behavioral assessments, enrichment and exercise.
- Clean, disinfect and maintain kennels and kennel area.
- Perform dishwashing and laundering.
- Help maintain a computerized record of animals at the shelter.
- Report any animals exhibiting symptoms of ill health or communicable disease.
- Assist office staff with adoption procedures and provide support to the veterinary staff
- Provide customer service throughout the shelter.
- Perform related duties as assigned.

#### IDEAL CANDIDATE

The successful candidate will demonstrate excellent customer service experience and strong organizational and communications skills. Additionally, the selected candidate will have proficiency in operating standard and specialized computer equipment and programs to assist with the daily animal services operations. Professional experience working with animals is highly desirable.

#### QUALIFICATIONS

**Experience:** Basic care of animals (e.g. feeding, cleaning, walking, grooming, etc.)

#### Special Requirements:

- Willingness to work a variety of shifts which include: days, afternoons, weekends, and holidays.
- Ability to lift and carry up to 40 pounds

#### COMPENSATION

**Hourly Rate: \$15.00 - \$18.23.** Placement within the range will be made depending upon the qualifications and experience of the selected candidate. This is a part-time/long-term temporary assignment and may work up to 20 hours per week.

#### HOW TO APPLY

To be considered for this opportunity, submit a completed application, resume and completed supplemental questionnaire [online](#).

#### RECRUITMENT AND SELECTION PROCESS

**This recruitment will remain open until filled. Interested candidates are encouraged to apply as soon as possible.** Highly competitive candidates may be invited to participate in an individual and/or panel interviews, background investigation, and other related components.

#### Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs with a minimum of five (5) days in advance of the selection process by contacting Human Resources at (510) 494-4660 or at [humanresources@fremont.gov](mailto:humanresources@fremont.gov). The City of Fremont is an Equal Opportunity Employer.



**SUPPLEMENTAL QUESTIONNAIRE**  
**Police Public Service Assistant I (Animal Services)**

The selection process will consist of an evaluation of the applicant's education, training and work experience based on the application and responses to the supplemental questionnaire. Responses to the supplemental questionnaire must reflect the work experience that is included in the "Work Experience" section of the online application. Only those candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

**You will be prompted to respond to the following questions during the online application process:**

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.  
☐ Yes  
☐ No
2. Describe your experience providing basic care for animals (e.g. feeding, cleaning, walking, grooming, etc.) Please include the type of animals you provided care for. If you have no experience, enter "n/a".
3. Are you willing to work a variety of shifts which include: days, afternoons, weekends, and holidays?  
☐ Yes  
☐ No
4. Briefly explain why you want to work in an animal shelter, and how you feel about being in an environment working closely with a variety of animals.
5. Describe your computer experience. Please specify the type of the programs and applications that you have experience with, such as Microsoft Word, Excel, Outlook and databases.