

## **JOB ANNOUNCEMENTS**

Animal Services Facility  
3750 Brown Station Road  
Upper Marlboro, Maryland 20772

### **Animal Caretaker**

The Prince George's County Animal Management Division is seeking full-time, compassionate Animal Caretakers responsible for cleaning and sanitizing all animal runs, cages and furnishings; feeding, exercising, grooming and medicating animals; and monitoring the animals' health. Applicants must be willing and able to follow supervisor's directives closely and carefully. Other duties include assisting the public with meeting animals for adoption, cleaning common areas of the shelter and performing other duties as assigned by a supervisor.

Minimum Qualifications: Must have a high school diploma or equivalent. Some knowledge of breeds and behavior of animals is required.

Preferred Qualifications: Knowledge of and experience in handling domestic and wild animals preferred. Clean driving record a plus.

Please fax your application and resume to the Animal Management Division at (301) 780-7257. You may also mail or drop off your application and resume at the following address:

Prince George's County  
Animal Management Division  
Animal Services Facility  
3750 Brown Station Road  
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## **Customer Service Representative**

The Prince George's County Animal Management Division is seeking a Customer Service Representative to answer incoming calls from the public at our high volume, open admission shelter.

The Customer Service Representative assists callers as needed by either entering activity into the Chameleon Software System for an officer to respond or by referring callers to appropriate agencies for unrelated complaints. Other responsibilities include researching pet license information, daily filing, and relieving County Dispatchers as needed. **Shift work required.**

Minimum Qualifications: Must have a high school diploma or equivalent. Excellent communication and customer service skills a must. Basic computer skills needed.

Preferred Qualifications: Experience in Chameleon software a plus.

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