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## Auburn University Job Description

Job Title:	<b>Animal Care Attendant</b>	Level I	Grade 25 \$16,300 - \$27,200
Job Code:	<b>ID03</b>	Level II	Grade 26 \$18,100 - \$30,100
FLSA status:	Non-exempt	Level III	Grade 27 \$19,900 - \$33,100

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### Job Summary

Responsible for providing daily care, cleanliness, and upkeep for a variety of laboratory animals in a laboratory or hospital setting.

### Essential Functions

1. Ensures animal cages and/or containment rooms are kept clean and orderly.
2. Launders, stores and distributes linens and scrubs required for animal care.
3. Restocks supplies needed for meeting animal needs and cleaning rooms.
4. May perform a variety of animal care duties such as (but not limited to) feeding, watering, applying shredded paper to cages and updating health records.
5. May perform a variety of animal care facility services such as (but not limited to) building "whelping boxes" and maintaining the upkeep of kennel grass and yard work.
6. Assists with animal treatment and transportation as needed.
7. Maintains grounds and common areas around animal quarters and clinic.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties require basic physical and mental skills and abilities, including use of simple hand tools, power tools or other equipment and use of basic math or reading skills.	Follows detailed, simple, routine instructions and procedures.	High school diploma or equivalent.
II	Duties require basic or advanced physical and mental skills and abilities, including use of simple hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.	Follows basic or commonly-used rules and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Duties require advanced physical and mental skills and abilities including operating and adjusting hand tools, power tools, heavy machinery or other equipment and the use of intermediate math, reading, or writing skills. Duties may require personal protective gear and/or knowledge of special safety regulatory procedures.	Follows standardized rules, procedures, and operations. Works under limited supervision, and prioritizes tasks independently, and resolves recurring problems.	High school diploma or equivalent plus 3 years of relevant experience. Experience must include at least 1 year at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 2 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** High school diploma or equivalent plus 3 years of relevant experience. Experience must include at least 1 year at the preceding level or equivalent.

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#### Focus of Education

High School Diploma or equivalent

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#### Focus of Experience

Experience in animal care practices

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/16/2011

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