



**ANIMAL CARE ASSISTANT, 4323**

DUTIES STATEMENT  
01/11/2018

**DUTIES:** Animal Care Assistants perform work in the receiving, care, and disposition of animals in the City animal shelters; and work with Animal Care Technicians in performing such work.

Animal Care Assistants are hired in lieu of Animal Care Technicians. Employment as an Animal Care Assistant is intended to develop skills necessary for regular full time employment with the City as an Animal Care Technician. Upon successful completion of probation, Animal Care Assistants will be offered Charter Section 1014 transfers to Animal Care Technician.

The Animal Care Assistant class will be utilized for the duration of the Targeted Local Hire Program solely as a vehicle to transition Targeted Local Hire Program participants to full time regular employment as an Animal Care Technician.

**Minimum Requirements:** Current employment as a Vocational Worker with the City of Los Angeles assigned to a position performing animal care work and a letter of recommendation from the personnel office of the employing department, which includes a statement of the department's willingness to hire the employee as an Animal Care Assistant. The letter must be attached to the application at the time of filing.

**License:** A valid California driver's license and good driving record is required.