



## POSITION

- **WG-5048-05, Animal Caretaker**

## SALARY

- **\$22.48 to \$26.24 per Hour** (New Hires to the federal government normally start at the lowest rate of the salary range for the grade selected.)

## PROGRAM AREA

- **Plant Protection and Quarantine, National Detector Dog Training Center**

## DUTY LOCATION

- **Newnan, GA**

## WORK SCHEDULE

- **Full-time**

## TYPE OF APPOINTMENT

- **Term** – 13 Month initial appointment, may be extended up to a total of 4 years.

## NUMBER OF VACANCIES

- **Multiple**

## TRAVEL REQUIRED

- **Occasional**

## REQUIREMENTS

- Must be a US Citizen or US National.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one-year trial period as applicable.
- Direct Deposit: Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>
- Individuals who were born male after 12/31/1959 must be Selective Service registered or exempt.

## WHO MAY APPLY

Non-competitive Hiring Authorities. Veterans – VRA or 30% or More Disabled Veterans, Schedule A (persons with disabilities), Military Spouses, Peace Corps or VISTA Volunteers.

## OVERVIEW

APHIS is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources, and related issues. Plant Protection and Quarantine (PPQ) is a

program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products. Join our team and gain valuable experience working in the field to stop this invasive species from harming our nation's agriculture.

This position serves as an Animal Caretaker at the National Detector Dog Training Center (NDDTC) in Newnan, GA. The incumbent performs a wide range of duties providing for the care, feeding, health, and general well-being of the dogs and maintaining the kennels.

## **DUTIES AND RESPONSIBILITIES**

- Feed, water, groom, bathe, and exercise canines.
- Determines the types and amount of food each animal requires by referencing daily feeding charts.
- Observes animals daily for changes in appearance and/or activity.
- Maintains canine health records, ensuring vaccinations are kept up to date, and all medical issues are documented and treated.
- Conducts daily health checks and records changes such as signs of illness, disease, discontent, and general physical conditions. Reports any signs of illness, disease, injury, or unusual activity to management.
- Administers medication as directed by management.
- Transport canines to the veterinarian for routine and emergency visits.
- Assists and provides demonstration to NDDTC Students on kennel care and basic animal health care.
- Maintains adoption list and assists in the adoption process of canines at NDDTC.
- Picks up and ships canines to and from the NDDTC.
- Cleans, disinfects, and prepares canine runs daily. Ensures overall kennel safety through observation and inspection.
- Maintains tools, equipment, and supplies necessary for maintaining the kennel.
- Requests and stocks kennel supplies.

## **QUALIFICATION REQUIREMENTS**

- Applicants will be graded on a series of Job Element related questions and multiple-choice answers provided by the Hiring Organization. Answers must be supported by information in the applicants resume work history.
- Job Elements
  - Knowledge of kennel care and basic animal health care practices.
  - Knowledge of the care, feeding, and safe handling of dogs.
  - Knowledge of canine behavior; must have the ability to recognize behavior changes in canines temperament such as aggression, fear, timorous, etc.
  - Knowledge of special feeding requirements, different types of feed and feed supplements, and ability to apply this knowledge to increase or decrease the amounts of feed for over-or underweight dogs as directed by management.

## **HOW TO APPLY**

Applicants are required to submit the following items for consideration [gary.a.rakow@usda.gov](mailto:gary.a.rakow@usda.gov) . ***Please list the Position Title in the subject line.***

- Applicants are required to submit the following items for consideration.
- Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work

schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) other qualifications or certifications; and 5) supervisors name and phone number for each work period listed and whether or not they may be contacted for reference checks.

- Office Automation (OA) positions must provide a typing certification. This certification must show that the candidate is able to type a minimum of 40 WPM. The certification may be from an accredited institution, training program, or may be a self-certification.
- When claiming Veterans' preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active-duty service under honorable conditions within 120 days after the date the certification is submitted.
- Disabled Veterans must also submit a VA Disability Letter (if applicable) for verification of service-connected disability.
- Schedule A candidates must include a Schedule A Letter for eligible disabled persons. To be eligible for Schedule A, you must provide a proof of a disability letter stating that you have an intellectual disability, severe physical disability, or psychiatric disability. You can get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist or any federal, state, or local agency that issues or provides disability benefits. Letter must be on office Letterhead.
- Military Spouses must provide a copy of: Spouse ID card, Copy of Active-Duty spouses military orders, and marriage certificate.
- Peace Corps or VISTA Volunteers must provide their NCE letter.

[Equal Opportunity \(EEO\) Policy](#)

[Reasonable Accommodation Policy](#)

[Privacy Act](#)