



****Customer Care Specialist****

Cheyenne Animal Shelter is currently accepting applications for a Customer Service (Front Desk) position. Front Desk Staff greet all patrons upon arrival and assist them with pet adoptions to include adoption counseling, owner reclaims, pet surrenders and provide any requested information. ****Attention to detail and ability to work well with people.**

Requirements include: High School graduate or GED, with one year minimum previous customer service experience. Some weekend work required. Previous animal handling experience highly desired. This position requires continual bending, stooping and lifting of up to 50 lbs.

Cheyenne Animal Shelter requires a background check, pre-employment and random drug screens.

The person selected for this position must be able to fulfill the responsibilities of the position with or without reasonable accommodation.

Applications may be picked up at the Cheyenne Animal Shelter, or are available on-line at cheyenneanimalshelter.org. Please **fully complete** the application to include current employment, previous employment, names and phone numbers of supervisors and return the completed, legible application to CAS, 800 Southwest Dr. Cheyenne, WY 82007. Attn: Human Resources. ***An incomplete application will not be considered.**