



MOUNT BARKER
DISTRICT COUNCIL

Work with us

EMPLOYMENT OPPORTUNITY



Salary Range :

\$44.60 per hour plus casual
loading of 25%



Work Conditions:

Casual position with no
guaranteed hours or term



Applications close 5pm
29 October 2026



For further enquiries:

contact Scott Hartmann, Team
Leader Public Safety on
8393 7673

Dog & Cat Registration Officer – Casual Position

Mount Barker District Council is seeking a reliable, organised and customer-focused individual to join its Public Safety Team as a Casual Dog & Cat Registration Officer.

Key responsibilities include following up unexpired registrations and contacting owners of unregistered dogs and cats by telephone, email and written correspondence; providing information to pet owners regarding registration requirements and compliance obligations; updating and maintaining accurate animal registration records in Dogs and Cats Online (DACO) and Council's record management systems; identifying discrepancies, duplicate records, ownership changes and animals requiring further follow-up; processing registration renewals, ownership transfers, deceased animal notifications and other amendments; and maintaining accurate records of customer interactions, actions taken and outcomes.

The ideal applicant will demonstrate strong verbal and written communication and relationship-building skills, high-level literacy, numeracy and attention to detail, and proven customer service skills, including the ability to manage sensitive matters and resolve conflicts professionally. Proficiency in word processing, spreadsheets, databases and electronic records management systems is essential, along with strong organisational skills and the ability to prioritise tasks, meet deadlines and work effectively under pressure.

To apply for this position or to view the position description, please visit Council's website: www.mountbarker.sa.gov.au/employment

Mount Barker District Council is committed to creating and supporting a diverse workforce.