



Volunteer Job Description

Title: Microchip and Licensing Administrator

Reports to: Case Managers

Purpose of Position: Registers microchips and processes county licensing for successfully adopted dogs as a valued member of the Shared Services team supporting Case Managers after all required veterinary, microchip and contract information is on file in Rescuegroups.org.

Duties and Responsibilities:

- Prepares owner information, registers Microchips, and submits County license application for adopters when dog goes final. Monitors animal files in Rescue Groups after Case Managers have determined dogs are available for adoption, alerting them if there is any missing detail on file such as a rabies certificate, adoption contract, etc. that would impede moving forward with an adoption in a timely manner per the contract.

Qualifications:

- Possesses excellent oral and written communications skills
- Intermediate knowledge of Microsoft Office, Excel, and Adobe Acrobat
- Possesses a keen eye for detail and data accuracy
- Ability to manipulate and store files in Google Drive, Rescuegroups.org and an understanding of AZBTR Microchip and Licensing processes and procedures
- Ability to use AAHA Universal Microchip Search to locate manufacturers' chip registries in order to locate and transfer previously registered microchips
- Ability to submit online application for Maricopa County and paper applications for Pima County animal control licenses on behalf of adopters

Training Requirements:

- Microchip and License process maps and procedures to include microchip registration and animal control licensing requirements and procedures
- Google Drive: accessing forms and folders and saving completed files to the shared drive
- Rescuegroups.org: reviewing animal records for completeness prior to finalizing adoptions and extracting information for use in creating the Owner Information documentation sent to adopters, moving the animal record to an adopted

status in the system when all adoption paperwork and forms have been submitted

- Rescuegroups.org: extracting an adopter's contact information for use in registering/transferring microchips, county licensing, and Owner Information documentation

Time Commitment:

- 0 to 5 hours a week, depending upon adoption rates (currently 35-50 dogs per year)

Volunteer Benefits:

- Helping adopters understand their new pet's vaccination due dates, county licensing status, and microchip registration (or transfer) information.
- Working with AZBTR Regional Case Managers and the AZBTR leadership team
- Opportunities to attend AZBTR events
- Making a difference in the rescue community

[Apply Now!](#)