



Animal Control Officer (2071)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 10

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to enforce animal control codes and ordinances and to assist in caring for animals housed in the County's animal shelter.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Patrols County to locate and pick up stray animals and to look for animal control violations: enforces animal related laws and ordinances; assists animals in problem situations; captures domestic, wild, dangerous, or aggressive animals; sets animal traps; loads animals into cages; transports animals to animal shelter, veterinarian offices, or other locations; relocates displaced wildlife; removes dead animals from roads; and assists law enforcement by removing animals from accident scenes, crime scenes or dangerous situations.

Responds to reports concerning various animal issues, such as animal bites, potential animal cruelty and abuse, animals in distress, stray and nuisance animals, barking dogs, wild and dangerous animals, sick and injured animals, animal behavior problems, or animal control laws: provides information and assistance; contains and quarantines aggressive animals for rabies observation; works closely with medical professionals and state agencies for control of rabies; mediates and resolves citizen disputes; conducts investigations and interviews; issues citations and violations; and performs follow-up as appropriate.

Processes captured animals and animals removed from homes or dangerous situations: handles, lifts, and carries animals, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for signs of rabies, disease, or other illnesses; quarantines exposed animals; assigns and transports animals to shelter; and prepares and maintains all related documentation.

Interprets and enforces applicable animal control laws and ordinances, and all other applicable laws, ordinances, rules, regulations, standards, policies and procedures: issues citations to enforce applicable ordinances; gathers evidence and interviews witnesses; refers to database to prosecute repeat offenders; issues subpoenas to witnesses; prepares documents to present to the Magistrate Court; represents the County in court, which includes presenting evidence and being cross examined; and maintains all related documentation and case files.

Ensures adherence to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; and initiates any actions necessary to correct deviations or violations

Receives and responds to questions concerning responsibility of pet ownership, laws and ordinances, rabies, pet adoption, and other animal welfare and animal control issues: provides information and answers questions; and resolves routine customer service and animal care and control issues.

Performs related clerical duties: photographs and books transported animals; answers emergency and non-emergency phone calls in order to both dispatch and log complaints and other information; searches database records for owner information, repeat offenders, lost animals, etc.; and files records and complaints.

Performs miscellaneous duties: cleans shelter areas and feeds animals; assists shelter staff with handling dangerous animals; assists in purchasing and transporting shelter supplies and running necessary errands; assists shelter staff with visitors; oversees inmates and transportation to and from the Correctional Institute; and performs maintenance on kennels and equipment.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations: attends in-service training, continuing education classes, and workshops.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by two years of experience in animal control and care; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, animal attacks, animal bites, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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