

**POSITION: Animal Control Officer I**

**REPORTS TO: Executive Director/Chief Animal Control Officer**

**MATERIAL, PRODUCT, SUBJECT MATTER OR SERVICE INDUSTRY:** This position is responsible to enforce county animal control ordinances, state anti-cruelty laws, respond to complaints of animal control problems including stray, noisy or dangerous animals and complaints of cruelty and neglect on domestic animals.

Employees in this position require knowledge of animal control ordinances, the ability to investigate complaints, to write clear concise and objective reports for supervisory review and for evidence in court cases and Animal Control Board hearings. General guidelines exist such as Animal Control Ordinances, standard operating procedures and policies. Judgment is used in negotiating with the public in hostile situations regarding the handling and treatment of animals.

**DUTIES INCLUDE BUT NOT LIMITED TO:**

- Capture, lift, carry, detain animals in a humane manner. This includes but are not limited to dogs, cats, small mammals, birds, farm animals and wildlife.
- Collect evidence, write clear and objective reports, participate in court case preparation and testifies in court.
- Ability to answer questions, explain rules and regulations and negotiate with the public in difficult situations.
- Provide education to residents on proper pet care and responsible pet ownership.
- Issues citations to offenders
- Pick up and transport dead and injured animals.
- Responds to request from other agencies for emergency assistance.
- Patrols areas to observe ordinance violations, investigate complaints and communicate with possible victims and/or offenders.
- Community outreach, including but not limited to schools, civic & faith-based organizations, and at need communities within the county.
- Maintains assigned equipment
- Enforce rabies and licensing laws.
- Performs any duties needed within the shelter on an as need basis, including but not limited to assistance in animal care, assisting the public, explains responsibilities of animal ownership; intake of animals,
- Serve on-call after-hours shifts for acts of cruelty and neglect, injured domestic animals and assistance to other agencies.
- Perform any duties requested by your supervisor.
- Within 6 months of employment become a certified euthanasia technician.

**WORK HOURS / SHIFTS:**

- 8.5-hour days, 5 days a week.
- Alternate 7 days on call, 7 days off call with compensation
- Employees are subject to work beyond normal scheduled hours, weekends and holidays.

**PHYSICAL DEMANDS**

The work is regularly active with periods of heavy exertion, and is performed in office, field settings and outside in varying weather conditions. Typical positions require workers to walk or stand for long periods; lift and carry 50 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

**QUALIFICATIONS/ENTRY LEVEL SKILLS/ EDUCATION OR TRAINING/LITERACY:**

- 21 years of age or older
- Applicants with professional experience in law enforcement, customer service, animal care, shelter experience preferred.
- High school diploma
- Valid driver's license with clean driving record other than minor infractions
- Clean criminal record
- Computer literate
- Ability to read, write and communicate verbally and in writing.

**PAY AND BENEFITS:**

**Base rate:** \$18.50/hour plus on-call compensation. Final starting rate varies based on experience.

**Benefits:** 90% paid health insurance, full dental, sick leave, vacation and personal time. 401K, discount pet supplies. Incentive plan.

**Revised 6/23**