

Job Description: Animal Control Officer

Department: Animal Control

Approved: _____

Prepared: December 15, 2004

Date: _____

Revised: August 4, 2011

Position Summary: Captures and impounds unlicensed, stray, and uncontrolled animals by performing the following duties. Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Snares animal with net, rope, or device ensuring animal's safety and secures animal in cage or truck. Transports animal to shelter or veterinarian's office as indicated by health of animal and established procedure.
2. Provides food, water, and shelter to impounded animals as indicated in department procedure.
3. Investigates complaints of animal welfare and nuisance, as well as bite cases.
4. Examines dog licenses for validity and issues warnings or summonses to delinquent owners to ensure compliance.
5. Verify rabies vaccinations for dogs, cats, and ferrets.
6. Transports animals to be destroyed to appropriate veterinarian's office, as indicated in department procedure.
7. Maintains complete records as instructed by Department policy, (i.e. animal impound, and disposition, financial matters, vehicle documents, etc.).
8. Drives County owned vehicles adhering to all traffic laws in the Commonwealth of Kentucky.
9. Maintains clean facility per N.A.C.A. and county specifications.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); plus one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software.

Certificates and Licenses:

1. No specific Animal Control certifications are required, however continued training in Animal Control practices will be provided by the County. It is mandatory that all Officers complete this training.
2. Possession of current driver's license is required, with no violations within the preceding year preferred. Any violation that results in more than 5 points affecting the license will be reviewed on a case by case basis to determine eligibility for this position.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving mechanical parts and work in high, precarious places as well as tight, dark areas such as crawl spaces. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision and Depth perception so that the Officer can drive the vehicle and identify animals from a distance.