



## Animal Control Officer (Full-Time Temporary Position)

Public Safety

Pay Rate: \$12.38/hr.

### JOB SUMMARY

This position is responsible for enforcing the city's animal control ordinance.

### MAJOR DUTIES

- Patrols the city to detect animal control ordinance violations.
- Responds to calls from dispatch.
- Responds to citizen complaints.
- Investigates reports to determine if violations are present.
- Issues citations and warnings as appropriate.
- Responds to and investigates animal bite reports.
- Removes dead animals from city streets and rights-of-way.
- Traps stray dogs and cats; traps nuisance wild animals.
- Transports animals to kennel.
- Assists in the maintenance of the kennel and in the care of captured animals.
- Euthanizes sick or injured animals.
- Maintains assigned vehicle and equipment.
- Attends required training.
- Transports inmates to and from shelter; monitors inmates in the maintenance and cleaning of shelter.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city, state and local laws and codes related to animal control issues.
- Knowledge of the tools and techniques used in the capture and release of domestic and wild animals.
- Knowledge of the principles and practices of animal shelter operation.
- Skill in the use of computers and job-related software programs.
- Skill in the operation and maintenance of assigned vehicle and equipment.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Police Captain - Administration assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include relevant local and state animal control ordinances. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related animal control duties. The necessity of working with dangerous animals contributes to the complexity of the position.
- The purpose of this position is to enforce the city's animal control ordinance. Success in this position contributes to the enforcement of local, state and federal laws related to animal control issues.

## **CONTACTS**

- Contacts are typically with co-workers, pet owners, veterinarians, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching or walking. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an animal shelter and in the field. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position supervises inmate laborers as assigned.

## **MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia with a verifiable good driving record.
- This position is required to supervise state inmate labor. Employee must pass the Department of Corrections three-day certification within the time frame required by this department which is normally within six months, but may be altered.

**EQUAL OPPORTUNITY EMPLOYER**