



## Animal Control Officer

Animal Control

AC/2

### JOB SUMMARY

This position is responsible for controlling and caring for stray and abandoned animals.

### MAJOR DUTIES

- Responds to public calls regarding animal bites and abandoned and/or dangerous animals.
- Explains local ordinances and state laws on animal control to pet owners and the public.
- Performs clerical duties, including answering the telephone and maintaining service call and other logs.
- Treats animals for minor injuries and checks for clinical signs of disease.
- Provides food and water to impounded animals; cleans cages.
- Sets traps to capture wildlife and feral domestic animals; checks traps and impounds or releases animals.
- Maintains suspected rabid animals for observation or euthanizes unclaimed animals, depending on guidance of Health Department officials.
- Investigates animal bite complaints and cruelty and neglect charges; locates animal owners.
- Testifies in court regarding violations as needed.
- Responds to emergency calls after regular working hours as assigned.
- Patrols the county to locate and apprehend animals in violation of the animal control ordinance.
- Assists in keeping the shelter clean, sanitary and well-maintained; performs groundskeeping duties, including mowing and weed-eating.
- Washes truck on a daily basis.
- Issues receipts to pet owners reclaiming or adopting impounded animals.
- Transports animals to and from veterinary offices and the Humane Society.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the procedures involved in the humane capture of animals.
- Knowledge of state and local laws and ordinances pertaining to animal control.
- Knowledge of the geography of Baldwin County.
- Knowledge of animal health care and diseases.
- Skill in driving.
- Skill in the use and maintenance of animal capture devices.
- Skill in operating radio/communications equipment.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Animal Control Manager assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include local animal control ordinances, state laws and regulations, and departmental policies and procedures. 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 difficulty in explaining procedures to the public and employing euthanasia methods on animals contribute to the complexity of the work.
- The purpose of this position is to control the animal population within the county. Successful performance helps ensure public safety and a clean, well-maintained facility.

### **CONTACTS**

- Contacts are typically with co-workers, law enforcement officers, veterinarians, animal owners, and the general public.
- Contacts are typically to give or exchange information and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting, standing, or walking. The employee must frequently lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.
- The work is performed indoors and outdoors, where the employee is exposed to noise, dust, dirt, infectious diseases, irritating chemicals, inclement weather, and potentially dangerous animals. The work requires the use of protective devices such as gloves.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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 or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.