

**ANIMAL CONTROL OFFICER**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Health Department

**REPORTS TO:** Animal Control Supervisor

**CLASS SUMMARY**

Performs public safety field work in the enforcement of all County laws and ordinances regarding animal control.

**DISTINGUISHING CHARACTERISTICS**

The Animal Control Officer is the first level of a two level animal control series. The Animal Control Officer is distinguished from the Animal Control Supervisor who has full supervisory authority.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Operates trucks and various equipment to patrol, capture, and transport impounded animals;
- Responds to complaints and calls concerning animal problems, including stray animals, animal bites, and sick and injured animals, and violations of County laws and ordinances;
- Issues written and verbal warnings, citations, and summons to violators of animal control laws and ordinances;
- Performs general office work to include updating computer databases, preparing reports, maintaining animal records, and answering and dispatching telephone calls;
- Euthanizes and properly disposes of unwanted and injured animals;
- Maintains an inventory of supplies;
- Ensures the care of sick, injured, and orphaned animals;
- Testifies in court regarding law violations;
- Educates the public on local animal laws and ordinances and responsible animal care;
- Performs other duties of a similar nature or level;
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Animal behaviors, breeds and care;
- Animal handling techniques;
- Customer service principles.

Skill in:

- Using computers and applicable software;
- Using various office equipment;
- Preparing reports;
- Handling aggressive animals;
- Reading a map;
- Driving vehicles;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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### **TRAINING AND EXPERIENCE**

High School Diploma, General Equivalency Diploma (GED) or other certification of competency and one year of animal control officer experience; or a two-year degree in veterinary technology; or two years of veterinary technician or assistant experience; or two years related law or code enforcement work experience, supplemented by experience in animal handling and care or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING/CERTIFICATION**

- Valid NC Driver's License.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

May be subjected to moving mechanical parts, fumes, odors, dusts, poor ventilation, intense noises and travel.

### **GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E9/99; R7/02