

**Job Title:** Animal Control Officer  
**Department:** Animal Control  
**FLSA:** Non- Exempt  
**Reports To:** Animal Control Supervisor

**Job Summary:**

Under direct supervision of the animal control supervisor, an employee in this position performs enforcement work relating to ordinances and laws controlling animals in the county. An employee in this class is responsible for picking up and impounding animals in violation of county ordinances and laws. Work also entails investigation of dog bites and answering and investigating complaints regarding animals in the county. An employee in this position does not supervise other employees.

**Major Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Patrols roads in marked vehicle for animals in violation of county ordinances and for injured or dead animals.
- Responds to telephone calls by citizens or radio requests from E-911 dispatchers to investigate complaints about undesirable stray animals, animal bites, etc.
- Catches unlicensed and stray animals using a choke stick and transports animals to the animal shelter.
- Ensures that animal shelter is cleaned daily.
- Cleans truck and make minor repairs.
- Ensures that animals have food and water daily
- Euthanizes fatally injured or sick animals, whose owners cannot be located, by injecting with proper dosage of barbiturates.
- May be required to work weekends and holidays.
- Other duties as assigned.

**Desired Knowledge, Skills and Abilities:**

- Knowledge of the geography of the county
- Ability to learn
- Knowledge of the state laws and local ordinances relating to the care, control and disposal of animals
- Knowledge of the care and handling of animals
- Skill in communicating with the public on legal and ethical considerations of animal care and treatment
- Ability to read or write
- Ability to handle animals running at large, particularly those that are vicious, sick or injured

- Ability to deal with the public courteously, tactfully and persuasively
- Ability to frequently lift and carry objects weighing up to 100 pounds
- Ability to operate safely a truck in the county and on state highways

**Minimum Qualifications:**

- High school diploma or equivalent
- Experience in handling and caring for domesticated and wild animals
- Must possess and maintain valid class C vehicle operator's license
- Possess a satisfactory motor vehicle record.