

ANIMAL CONTROL OFFICER

Pulaski County

Department: Animal Control

Reports to: Sheriffs' Department/Captain

Supervision Exercised: Subordinate staff of the Animal Shelter facility

Supervision Received: Work is performed with Minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Full time

ESSENTIAL FUNCTIONS: The essential function of the position within the organization is to perform tasks relating to domestic animal control. The position is responsible for capturing and impounding animals, performing investigations, issuing citations, educating the public on related matters, and customer service.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Possession of a valid driver's license issued by the Commonwealth of Virginia is required. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Impounds abandoned and stray dogs and other domestic animals and livestock;
- Investigates complaints of dogs & livestock running at large
- Enforces ordinances and laws including dog licenses and rabies vaccinations
- Obtains warrants for violations of the Virginia Comprehensive Animal Laws and issues summonses as appropriate
- Contacts owners of dogs having bitten someone, orders quarantine of such animals, crates a bite investigation report and follows-up, returns animals to owners in accordance with ordinances/laws and County policies
- Receives and investigates citizen complaints relating to welfare, neglect and cruelty of dogs, cats, livestock and other domestic animal
- Responsible for keeping reports required by Virginia Department of Agriculture and/or Virginia Comprehensive Animal Laws
- Investigates kills of livestock and poultry to determine liability
- Appears in court on a variety of cases involving enforcement of animal control laws and ordinance
- Conducts dangerous dog investigations and assists in the registering of dogs that have been declared dangerous by the court

- Participates in educational outreach programs to promote citizen knowledge and animal care
- Works with other agencies and organizations responsible for the care and control of animals
- Plans, supervises, schedules and directs the work of Animal Control personnel
- Participates in the State Animal Control Officers Association

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of State and Local laws governing animals
- General knowledge of the area in which the regulations apply and boundaries in existence
- Comprehensive knowledge of the tools used in the capture and confinement of animals
- Thorough knowledge of the hazards involved in this profession
- Knowledge of the methods of euthanasia and the approved use of those methods;
- Knowledge of animal ailments and diseases

ADA REQUIREMENTS: Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, tools or office equipment. The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, heights, violence, disease/pathogens, traffic and animals.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to graduation from high school, supplemented by experience in working with animals.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County

Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Employee: _____

Date: _____