



JOB DESCRIPTION

JOB TITLE:	Animal Control Officer	FLSA:	Non-Exempt
DEPARTMENT:	Animal Services	GRADE:	T1
REPORTS TO:	Animal Services Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for enforcing County laws regarding stray, dangerous, nuisance and unwanted domestic animals; investigates complaints; patrols assigned areas; captures animals; performs other duties related to humane animal protection and control.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous or diseased animals.
- Conducts investigations of complaints regarding animal cruelty and neglect; investigates animal bites, arranging for appropriate identification and quarantine.
- Explains local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public; sells rabies vaccination, microchip, or sterilization vouchers to animal owners.
- Performs shelter duties as required; reports need for supplies and maintenance.
- Issues citations for violations of applicable regulations; patrols assigned areas operating County vehicles.
- Captures stray and unlicensed animals for impounding; removes dead animals from public and private properties; transports injured animals and provides for their care.
- May testify in court regarding citations and disposition of complaints.
- Maintains records and prepares daily reports related to work performed.
- Operates humane traps, mobile radios, cellular phones, and related animal control tools and equipment.
- Identifies basic symptoms of common animal diseases and recommends veterinary medical care of isolation to the animal owner.
- May speak to and meet with a variety of community, business and educational organizations to further goals of the program.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



ANIMAL CONTROL OFFICER

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Education/GED; AND two (2) years of experience in experience with animals in a shelter or animal control function; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Behavior and handling of common domestic animals.
- Methods and equipment used in the care and control of animals.
- State and local laws and ordinances pertaining to the proper care and control of animals.
- Safety practices related to the work.
- Basic species and breed identification of a variety of domestic animals.
- Basic symptoms and behavior associated with rabies and other common diseases of animals.
- Health and hygiene of animals.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

Skill in:

- Handling and controlling animals humanely and effectively under stressful or emergency circumstances.
- Assessing animal behavior and making effective decisions regarding handling the animal.
- Identifying symptoms and behaviors associated with rabies and other common domestic animal diseases.
- Maintaining accurate and legible records and preparing basic reports using Microsoft Office applications.
- Using initiative and independent judgment within established procedural guidelines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Speaking English effectively to communicate in person or over the telephone.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.



ANIMAL CONTROL OFFICER

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Must obtain Nevada State Veterinary Board Euthanasia Technician certification within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical kennel setting, use standard office equipment; strength and stamina to lift and maneuver animals weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Work is subject to performance while exposed to adverse environmental conditions, loud noises and unpleasant sights and odors; exposure to animal bites and other related injuries; incumbent must be willing to handle injured, ill or dead animals in potentially hazardous situations.