

ANIMAL CONTROL OFFICER

CODES/PAY GRADE

Class Code: 3050

EEO Code: D

Pay Grade: 115

MAJOR FUNCTION

This is fieldwork in the enforcement of the County's Animal Control Ordinance, and involves the apprehension of stray animals; there is considerable public contact work.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responds to telephone and radio requests and locates reported stray animals. Checks animals for proper identification and vaccination. Investigates violations of the Animal Control Ordinance and related state statutes. Traps and tranquilizes feral animals.

Issues warnings and/or notices to appear for non-compliance and monitors all complaints to completion. As required, provides testimony/evidence at court proceedings. Appears before the Animal Control Board on dangerous dog appeals.

Investigates animal bite cases in accordance with state health rules.

Apprehends and transports animals to humane societies or veterinarians. Attempts to locate animals' owners and obtains necessary information to satisfy complaints.

Explains the ordinance and related laws to the public. Advises citizens on the responsibility of animal ownership. Advises all parties in the proper procedure for processing complaints.

Coordinates investigations with outside agencies when necessary. Completes all case paperwork. Reports to field supervisor on unresolved cases.

Answers emergency calls during and after working hours, shifts, and weekends.

Serves as dispatcher when required.

Collects money and tag receipts from area veterinarians.

Performs related work as required.

(Animal Control Officer continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the care, humane treatment and safe handling of animals. Knowledge of the Animal Control Ordinance. Knowledge of the symptoms of rabies in dogs and cats. Knowledge of the geography of County unincorporated areas. Knowledge of state statutes and codes relative to animal control.

Ability to explain regulations to the public. Ability to deal effectively with the public and animal owners in adverse situations. Ability to work alone in the field. Ability to investigate complaints of stray or wild animals. Ability to communicate effectively both orally and in writing. Ability to apprehend animals in the field, including aggressive or dangerous animals. Ability to utilize special industry tools (e.g. catch pole, traps, tranquilizer gun, blowgun.)

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate and one (1) year of experience as an Animal Control Officer or equivalent experience.

Must attain an Animal Control Certification within one (1) year of appointment. Possession of a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Heavy work. Ability to see, hear, talk, carry, lift, climb, reach, grasp, crouch, reach, pull, walk, run, handle, stand. Ability to traverse uneven, wooded, wet terrains. Exposure to dangerous animals; animal waste.

Environmental Demands: Outside work. Ability to tolerate inclement weather including rain, heat, cold, humidity. Exposure to odors, noise.

Mental Demands: Ability to read and comprehend state and local ordinances, statutes, code; technical manuals; safety rules, procedures, instructions, memos, letters. Ability to perform shop math. Ability to speak clearly and concisely; publicly; conversant in the theories, policies, procedures of discipline. Ability to write complex documents relaying details, instructions; summaries, reports.