

# Animal Control Officer I

**Department:** Animal Control

**FLSA Status:** Non-Exempt

**Division:**

**Last Revised:** 4/25/2023

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## General Definition of Work

Performs work enforcing animal control laws, intaking stray domestic animals, facilitating animal returns and adoptions, protecting citizens from dangerous animals, and related work as apparent or assigned.

Work is performed under the supervision of the Animal Services Manager.

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## Essential Functions

*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 individuals with disabilities to perform the essential functions.*

- Patrols the county and responds in a timely manner to calls for service involving stray, sick, injured, and aggressive animals and animals running at large. Enforce the state and local laws and ordinances. Issue warnings or summons for violations of state and local laws and ordinances.
- Monitors county for loose, injured, and sick animals; examines animal health; transports and impounds animals.
- Provides public relations to County residents; educates the general public on laws, codes, licenses, and regulations regarding animals.
- Assists the general public with inquires by phone, email, and in person; directs inquires to appropriate resource as needed.
- Compiles and completes adoption and intake paperwork.
- Drafts, completes, and maintains required reports and documents.
- Documents and maintains reports on complaints and licensing.
- Educates the citizens on laws, codes, licenses, and regulations regarding animals.
- Attends training and meetings, as necessary.
- Assists with maintaining and cleaning the Animal Shelter; monitors and stocks supplies as needed.

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## Minimum Qualifications

High School diploma or GED and experience working with loose and stray animals, assisting the general public with animal related inquires, or equivalent combination of education and experience.

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## Special Qualifications

- Completion of Virginia Animal Control Association Basic Animal Control Academy within one year of hire.
- Obtain Virginia Department of Agriculture and Consumer Services Animal Euthanasia certification within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.
- Qualification and certification with all required firearms within 60 days of employment

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## Job Specifications

*Knowledge of the safe handling of unlicensed, stray, and uncontrollable animals; knowledge of County grounds and surrounding areas; knowledge of local, state, and federal laws pertaining to the department; knowledge of the anatomy of animals; knowledge in the use of tools and equipment in the line of work.*

*Skill in the operation of standard office and computer equipment; skill in excellent customer service; skill in data collection.*

*Ability to repair and maintain assigned tools, equipment, and vehicles; ability to patrol County roads, streets, highways, neighborhoods, businesses, and surrounding areas; ability to report and document violations; ability to safely capture stray and wild animals; ability to maintain reports, records, and documents; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with Attorney's, County Administrator, judges, law enforcement, and the general public.*

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## **Working Conditions**

### ***Physical Requirements and Activity***

This work requires the regular exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force. Work regularly requires speaking or hearing, using hands, kneeling or crawling, reaching with hands and arms and repetitive motions; frequently requires standing and walking; occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling.

### ***Sensory Requirements***

Work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound; work is generally in a loud noise location (e.g. heavy traffic, large equipment).

### ***Sensory Utilization***

Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.

### ***Environmental Conditions***

Work regularly requires exposure to wet/humid conditions (non-weather) and exposure to outdoor weather conditions; frequently requires exposure to toxic or caustic chemicals; occasionally requires exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to bloodborne pathogens (may be required to wear specialized personal protective equipment).

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*The statements in this class description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

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