

## **ANIMAL CONTROL OFFICER**

### **MAJOR FUNCTION**

This is an entry level position related to the enforcement of Marion County BCC animal codes. It includes restraint, capture, and incarceration of stray, diseased, dangerous, and vicious animals. It will include the preliminary investigation of animal cruelty and dangerous dog complaints. Will be required to respond to call-outs for emergency disaster relief assistance.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Inspects and investigates animal nuisance complaints and County animal code infractions. Patrols and surveys designated locations for stray animals and animal code violations. Issues written warnings and instructions.
- Administers chemical immobilization procedures in the capture of animals.
- Performs manual labor in the capture, apprehension, and removal of stray, abandoned, injured, diseased, dangerous, and vicious animals and livestock.
- Writes reports to document animal impoundment, care, and disposal. Uses computer to perform research related to property ownership and past or current animal code violations.
- Prepares records, reports, files and notes to document potential violations for case presentation.
- Appears in court to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of civil/criminal infractions of animal laws.
- Shall be available for rotating twenty-four hour, seven days per week on-call status for emergencies.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Maintains cleanliness of assigned vehicle and equipment.
- May perform duties of department dispatcher.
- May perform shelter duties as assigned.
- Perform emergency management operations as needed relating to animals.
- May provide public education to individuals or groups.
- Performs other duties as assigned.

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## **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

## **SUPERVISION**

This position has no supervisory responsibility.

## **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

### **Education and Experience**

High school diploma or general education degree (GED); and some experience related to animal care and/or control desired; or equivalent combination of education and experience.

### **Licenses**

Possession of a valid Florida Drivers License.

### **Certifications**

Must obtain Florida State Animal Control Officer and Chemical Immobilization certification within three months of hire according to the provisions of Section 828.27, Florida Statutes. Must obtain Florida State Euthanasia certification within one year of employment.

## **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

### **Language Skills**

- Ability to read, analyze, and interpret legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, boards and judges or juries.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent.

### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **Specialized Skills and Abilities**

- Knowledge of regulations, County codes/ordinances, and rules of civil/criminal procedures.
- Knowledge of shelter policies, procedures and operations.
- Knowledge of Emergency Management policies and procedures pertaining to animals.
- Ability to prepare general narrative reports and maintain records.
- Knowledge of Marion County roads and subdivision locations.
- Knowledge of animal control, care, and capture techniques.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: catch-all pole, traps, snares, air pistol or rifle, two-way radio, mobile phone, cat tongs, and bite stick, as well as drive a County vehicle.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear, smell, and lift up to fifty pounds; and will occasionally be required to lift one hundred pounds or more. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, caustic chemicals; and will frequently be required to handle or move animals of various sizes, species, temperaments, and conditions of health, and will regularly be exposed to moving mechanical parts and outdoor weather conditions. The noise level will be very loud.

Established: 3/2008

Pay Grade: 7

Job Description Number: 4041

Category: 4

Status: NE

Revised: