

## **ANIMAL CONTROL OFFICER**

### **MAJOR FUNCTION**

This is a 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. This position provides direct customer service with members of the community and requires conflict management skills.

### **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.

Responds to calls regarding animal control complaints; reads maps; drives county vehicle to various types of properties; uses most expeditious route and observes traffic laws and regulations.

- Inspects and investigates animal nuisance complaints and County animal code infractions. Patrols and surveys designated locations for stray animals and violations. Issues written warnings, instructions, and citations.
- Performs manual labor in the capture, apprehension and removal of stray, abandoned, injured, diseased, dangerous, and vicious animals and livestock. Lifts, carries and safely transports animals.
- Required to perform considerable amount of data entry. Types reports to document animal impoundment, care, and disposition. Uses computer to perform research related to property ownership and past or current animal code violations.
- Administers chemical immobilization procedures in the capture of animals.
- Photographs, administers vaccines, and performs euthanasia of animals.
- Transports dead animals to the landfill for disposal.
- Issues county license tags and delivers revenue.
- 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. May be required to report to court as needed during days or hours other than the regularly scheduled work week.
- Communicates effectively and coherently over two-way radio channels while initiating and responding to radio communications.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations.

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- Shall be available for rotating twenty-four hour, seven days per week on-call status for animal emergencies.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Operates an assigned motor vehicle; maintains cleanliness of and fuels vehicle; checks tire inflation and fluid levels; requests services and/or repairs as needed.
- Drive horse trailer for capture and transport of livestock. Feeding and care of livestock.
- Maintenance, mowing, and fence repair of livestock fields.
- May perform duties of department dispatcher.
- May perform shelter duties as assigned.
- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency.
- May provide public education to individuals or groups.
- Performs other duties as assigned.

### **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, email in writing and 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); one year professional experience related to animal care or control; or law enforcement background with a minimum of six months professional animal-related experience 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. Rabies preventative

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immunization required upon hire.

### **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 write and type routine reports with accurate grammar, punctuation, and spelling.
- 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 prioritize calls and cases.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 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.
- Keen ability to identify animals by breed.
- Knowledge of shelter policies, procedures and operations.
- Knowledge of communicable zoonotic disease symptoms.
- Knowledge of Emergency Management policies and procedures pertaining to animals.
- Knowledge of Marion County roads, subdivisions, and geography.
- Knowledge of animal control, care, and capture techniques.

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- Ability to remain calm in stressful situations involving people and animals.
- 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, nets, harnesses, snares, air pistol or rifle, cat tongs, bite stick, livestock panels, horse trailer, ropes, needles and syringes, animal vaccines, sharps containers, various hand tools, shovels, lawn mower, hazardous material protective garments, respirator mask, two-way radio, mobile phone, computer, printer, fax machine, scanner, and drive a County vehicle.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, run, 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. Ability to work expeditiously and cautiously in a fast-paced environment. Agile physical reflexes necessary to avoid injuries to self, coworkers and animals.

### **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: 12/2011