CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION

Position Title:	Animal Control Officer
Department:	Campbell County Animal Services
Reports To:	Animal Services Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full-Time - 80 hours
Pay Grade:	3

SUMMARY:
Under direct supervision the Animal Control Officer provides direct care of animals housed in the shelter, educates the public on animal laws and licensing, animal control operations and general animal care. Enforces State laws and County or City ordinances when necessary. This is a semi-skilled position responsible for assisting with the day to day operation of Animal Services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:
- Feeds, exercises, and cleans animals housed in the County Shelter;
- Maintains shelter equipment and grounds in a systematic way;
- Assists in maintaining records of animals impounded or euthanized as to type, breed, sex, date of disposition and location of pick up;
- Assists the public with choosing a pet for adoption and completes necessary adoption procedures;
- Administers medications and treatments to animals as necessary;
- Euthanizes animals as required;
- Sells County Dog licenses and handles cash;
- Assists in answering inquiries, processing incoming animals, and solving problems as necessary;
- Provides educational tours of the Animal Shelter as requested;
- Assists with opening and closing of shelter including totaling and balancing receipts;
- Retrieve stray animals in the unincorporated parts of the County;
- Captures and impounds dangerous animals
- Investigates cases of animal cruelty
- Enforces licensing laws and other State, County and City ordinances pertaining to Animal Control and
- Assume duties/responsibilities of coworkers as required.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):
- Ability to establish effective working relationships with fellow employees, county officials and the general public;
- Knowledge of occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties;
- Ability to understand and carry out oral and written instructions;
- Ability to learn the use of catch poles, humane cages and crates, and like equipment for the safe capture of animals;
- Ability to learn and interpret animal control ordinances;
- Basic computer skills with the ability to access programs on PC to perform word processing and spreadsheet applications with basic proficiency; and
- Ability to operate basic office machines such as fax, cash register, copy machine and related equipment.

EDUCATION AND EXPERIENCE:

High School Diploma or the equivalency, plus one year direct experience in the care and keeping of animals and animal control practices; or equivalent combinations of training and experience.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid driver's license;
- Must be bonded;
- Must be able to work weekends and holidays;
- Must be able to be sworn in as an Animal Control Officer (ACO);
- Willingness to complete training to become a certified Animal Control Officer and
- Must be at least 21 years old and willing to complete the required 16 hours of training to become a certified Euthanasia Specialist.

PHYSICAL REQUIREMENTS:

- Must be able to lift eighty (80) pounds or more to a height of four (4) feet or more;
- Must be able to work extended periods of time using regular or powered hand tools such as brooms, hoses, mops etc.;
- Must be able to work in confined spaces;
- Must be able to stand and/or walk for extended periods of time;
- Eye sight must be correctable to 20/20 vision; and
- Hearing must be within normal acceptable range of 20-25 with or without hearing aid.

The physical demands described here are representative of those that must be met by an employee, with or without a reasonable accommodation, to successfully perform the essential functions of this job and is intended to describe the general content and requirements for the performance of this job and is not an exhaustive, all-inclusive statement of job duties, requirements, or responsibilities.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

_____

Employee Signature Date

_____

Supervisor Signature Date