

ANIMAL CONTROL OFFICER I

GENERAL DESCRIPTION:

The purpose of this position is to perform walk-through inspections of the shelter to ensure it stays clean and in order. This position also is to supply and supervise inmates and instruct them of cleaning the shelter. Answer phones to ensure that road officers are assigned to jobs, and log into computer dispatch to always know officers' whereabouts in case of an emergency call. Send officers out on calls as needed.

ESSENTIAL JOB DUTIES:

1. Enter animals into computer system.
2. Assign animals into particular kennels.
3. Interact and serve the public bringing in animals.
4. Answer phone/take complaints/dispatch calls.
5. Vet animals to prepare them for adoption.
6. Determine adoptability of animals on holding side.
7. Ensuring shelter is clean.
8. Working animal complaints
9. Assist in euthanizing animals.
10. Follow-up on previous complaints.
11. Set and pick up animal traps.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Additional duties include: Manage supplies/inventory.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and county laws pertaining to animals

Basic computer skills (Microsoft Word and Excel)

Ability to communicate effectively orally and in writing

Knowledge of how to handle friendly and feral domesticated animals

Ability to supervise 4-9 inmates at any given time

Need to know the laws of animal control and county ordinance

Need to be able and catch animals that are running loose

EDUCATION AND EXPERIENCE:

The educational requirement for this position is: Completion of high school/GED.

Education may be substituted for experience.

Related-experience required: 1 year.

Experience may be substituted for education.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications **required** for this position include:

- Training seminars on handling and capturing animals.
- Must possess a valid state driver's license.

Certifications, licenses, professional designations, or other qualifications **preferred** for this position include:
N/A

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements:

The physical activities required for this position involve:

Standing: up to 2/3 of the time; walking: up to 2/3 of the time; sitting: up to 2/3 of the time; using hands: up to 2/3 of the time; reaching with hands and arms: up to 2/3 of the time; climbing or balancing: up to 2/3 of the time; stooping, kneeling, crouching, or crawling: up to 2/3 of the time; talking or hearing: up to 2/3 of the time; and, tasting or smelling: up to 2/3 of the time.

This position requires lifting:

Up to 10 pounds: under 1/3 of the time; up to 25 pounds: under 1/3 of the time; up to 50 pounds: under 1/3 of the time; up to 100 pounds: under 1/3 of the time; and, more than 100 pounds: under 1/3 of the time.

Vision Requirements:

This position has the following special vision requirements:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

- Indoor environment
- Outdoor environment
- Noise
- Chemical hazards