

Scott County Government

Position Description Form

Position: Job Title: Animal Control Officer
Department Name: Animal Control
Supervisor Title: Director & Assistant Director of Animal Control

Position Summary

Responsible for enforcing state and local laws regarding stray, dangerous, nuisance and unwanted domestic animals; investigates complaints; patrols assigned areas; captures animals; performs other duties related to animal care and control.

Duties:

- Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous or diseased animals.
- Conducts investigations of complaints regarding animal cruelty and neglect; investigates animal bites, arranging for appropriate identification and quarantine.
- Explains local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public
- Performs shelter duties as required; reports need for supplies and maintenance.
- Issues citations for violations of applicable regulations; patrols assigned areas operating county vehicles.
- Captures stray animals for impounding; transports injured animals and provides for their care.
- May testify in court regarding citations and disposition of complaints.
- Maintains records and prepares daily reports related to work performed.
- Operates humane traps, mobile radios, cellular phones, and related animal control tools and equipment.
- Represents the county with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Clean and organize facility and kennels
- Intake and processing of animals
- Provide general animal care and grooming
- Examine and observe animals for possible signs of illness or injuries
- Provide basic medical treatment to sick/injured animals

- Transport animals in county vehicles
- Assist public with adoptions
- Input and maintain animal data
- Answer phone calls
- Various office clerical duties
- Perform all other duties as assigned or required

Education and Experience:

- High school graduate or GED equivalent
- Knowledge of the Behavior and handling of common domestic animals.
- Knowledge of Methods and equipment used in the care and control of animals.
- Must enjoy working with animals

Special Knowledge, Skills and Abilities:

- Obtain a certification as an animal control officer from the National Animal Control Association/ Code 3 and associates, or a similar accredited training organization within one year of employment
- Must pass a background check
- Maintain a valid Kentucky driver's license
- Ability to communicate effectively, with officials, employees, and the public
- Ability to manage high stress situations and/or the mental and emotional stress that may accompany the euthanasia of an animal
- Excellent verbal and written communication skills
- Must be punctual and manage time effectively
- Must be able to follow written and oral instructions
- Available to work weekends, evenings, and public holidays
- Must be willing to receive a rabies vaccination and subsequent boosters

Supervisory Responsibility:

Supervises Kennel Technician

Working Conditions:

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- ✓ Work is performed in equal amounts inside and outside
- ✓ Extremes of cold and temperature changes
- ✓ Extremes of hot and temperature changes
- ✓ Wet Surroundings: Contact with water or other liquids.
- ✓ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- ✓ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
 - ✓ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

Strength Rating

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.