

POTTAWATTAMIE COUNTY – ANIMAL CONTROL

JOB DESCRIPTION

POSITION TITLE: Animal Control Officer

REPORTS TO: Animal Control Supervisor

SUPERVISES: None

PURPOSE OF POSITION: Under general supervision, enforces state and local laws regarding unlicensed, stray and uncontrolled animals. Investigates complaints, locates and captures animals, and answers questions/concerns of the general public.

ESSENTIAL FUNCTIONS:

Reliable attendance is essential to this position.

Responds to animal complaint calls from the public during working hours. May be required to answer calls after regular working hours and on an on-call basis.

Investigates complaints and captures unlicensed, stray or uncontrolled animals by snaring animal with a net, catch-pole or other device or by chemical capture. Follow-up with complainant regarding disposition.

Investigates and evaluates routine cases of alleged cruelty to animals and complaints of animals causing excessive noise.

Investigates complaints of animal bites, reports findings to appropriate authority and arranges for appropriate identification and quarantine.

Secures or cages animal in vehicle and transports to appropriate kennel.

Supplies food, water and personal care to detained animals. Monitors and observes animals for signs of illness or injury and reports symptoms to supervisor and Volunteer Coordinator/Shelter Attendant.

Examines captured animals for injuries and/or disease and delivers injured animals to Veterinarian for medical treatment.

Administers vaccinations, micro-chips and medications as needed.

Examines dog licenses for validity and issues warnings or citations to delinquent owners.

ESSENTIAL FUNCTIONS (continued):

Makes arrangements for unclaimed or rabid animals and/or euthanize if directed by the Animal Control Supervisor.

Educates the public by explaining state and local laws, codes and regulations relating to the care and control of animals, filing of complaints and other similar topics.

Assists the Volunteer Coordinator/Shelter Attendant as directed by the Animal Control Supervisor. Duties may include: open and close animal shelter as needed; wash and disinfect kennel runs and cages; clean and maintain building and grounds areas at the shelter including janitorial work, grounds keeping, painting and limited repair duties, and other similar duties.

Assist the public in claiming lost animals or selecting pets for adoption; as needed.

Collect and record fees such as license, impound, board and keep, adoption, etc., as needed.

Performs various clerical duties such as filing, photocopying, data entry, typing correspondence, and verifying accuracy of documents. Utilizes Microsoft office software including word, excel and publisher.

Testifies in court regarding citations and disposition of complaints.

Attends various training courses, seminars and conferences to maintain knowledge of current trends and developments in job-related skills and techniques.

Operates a motor vehicle in the performance of job duties.

May be required to work evenings, weekends and holidays.

MARGINAL FUNCTIONS:

Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and the ability to apply the proper safety precautions necessary to work safely with and around unlicensed, stray and uncontrollable animals.

Knowledge of the humane handling, treatment and care of animals.

Knowledge of basic species and breed identification of a variety of domestic and common wild animals.

Knowledge of the symptoms and behavior associated with rabies and other common diseases of animals.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY (continued):

Knowledge of and the ability to maneuver devices utilized in capturing animals, i.e., net, rope, cages, etc.

Knowledge of and the ability to administer vaccinations and micro-chips, chemical capture techniques and euthanasia by lethal injection in a humane and gentle manner.

Knowledge of and the ability to apply the proper safety precautions necessary to work safely with and around unlicensed, stray and uncontrollable animals.

Knowledge of and the ability to operate a personal computer. Knowledge of Microsoft office software including word, excel and publisher.

Ability to quickly analyze/assess animal behavior, retain composure, and utilize sound independent judgment and actions in stressful and emergency situations, occasionally with violent or hostile animals.

Ability to operate a motor vehicle in all types of weather conditions.

Ability to learn and apply applicable sections of the Code of Iowa and state and federal guidelines as they pertain to job functions.

Ability to learn and apply county policy and regulations which impact job duties.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively both orally and in writing, in English.

Ability to deal with the general public in a courteous and tactful manner, especially in times of crisis.

Ability to establish and maintain effective working relationships with the general public, Sheriff's office, government officials, supervisors, fellow employees and volunteers.

Ability to read maps and to learn the geography of the county.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.

Must possess and maintain an Animal Control Certification from the National Animal Control Association throughout the course of employment. If uncertified at the time of hire, must obtain certification within a time frame established by the Employer.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES (continued):

Must possess and maintain Certifications in Chemical Capture and Humane Euthanasia throughout the course of employment. If uncertified at the time of hire, must obtain certification within a time frame established by the Employer.

Must successfully pass/complete the following:

- Background Investigation
- Pre-Employment Physical including Back Screen
- Pre-Employment Drug Test

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed outdoors and requires a considerable amount of physical activity including walking, running, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the physical and mental ability to work with animals which may be considered dangerous at times. In addition, job duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dust, dirt, noise and inclement weather.

An incumbent must have the physical strength and agility to move and/or control resistant or immobilized animals, and to move, push, pull, lift, and/or carry up to seventy-five pounds (75 lbs.), unassisted, on a frequent basis. The incumbent must possess the coordination and manual dexterity necessary to maneuver a net, rope or other devices utilized in the capturing of animals.

Work may be required before or after daylight hours. Adequate hearing and speech is necessary to communicate clearly and distinctly, by telephone, radio and face-to-face.

Adequate vision required to operate a motor vehicle. The employee may be required to work in confined places. The noise level may be moderate to intense depending on the activity performed and the animal which may be dealt with.

Work requires interaction with the general public and may be stressful when dealing with irate citizens and/or uncontrollable animals.

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