

Animal Control Officer

DEPT: Police
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Protective Service



POSITION SUMMARY

Performs a variety of **working level, surveillance, apprehension and investigative duties** related to the enforcement of local, county and state animal control laws and ordinances.

SUPERVISION RECEIVED

Works under the general supervision of an assigned Lieutenant or Sergeant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Patrol the community on a regular schedule to observe for animal ordinance violations and help make the public aware of animal control and to enforce the local ordinance; explain and enforce State, County, and Local laws relating to animal control.

Enforce all licensing and permit provisions of the applicable local and state laws; impound unregistered (unlicensed) animals running at large; issue violation notices for registered animals running at large; issue citations (much like a traffic ticket) to people found violating animal laws; issue violation notices and court citations and appear in court as complaining witness.

Inspect commercial animal establishments and other premises that are required to have a permit (for example, kennels)

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Answers complaints concerning animals and takes appropriate action; investigate cruelty cases and handle all complaints related to animals and animal welfare; rescue animals in danger or distress on an emergency basis.

Educate the public about responsible animal care, safe confinement, and restraint techniques. Attend local schools and educate children regarding animal safety and animal laws.

Impound stray livestock, if necessary, at the Utah County Livestock Yard, in Spanish Fork.

Investigate and properly quarantine biting animals; Investigate and take appropriate action with vicious/dangerous animal complaints; Capture, or euthanize, as necessary, suspected rabid and/or unrestrained vicious animals; capture, euthanize, or remove unwanted, and/or injured, or dead wildlife.

Prepares written reports or activities and investigations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school plus "basic certification" through P.O.S.T.; and sufficient training to demonstrate an aptitude and ability to perform above and related duties;

AND

B. Two (2) years of general work experience preferably in a field related to above duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of local animal control ordinances; local geography; the operation of motorized vehicles; basic animal care; basic procedures and cautions used in dealing with disturbed animals; of interpersonal communication skills.

Skill in record keeping and report writing; skill in the use of specialized animal control equipment; skill in the use and application of tranquilizers and lethal drugs.

Ability to deal effectively with stress related to public safety employment and animal control; maintain accurate records; be firm and courteous with the public; develop effective working relationships with supervisors, fellow employees and the public; use discretion and good judgment; follow written and verbal instruction; operate a two-way radio; understand common radio code; learn quickly the laws, ordinances and regulations governing animal control; work in an environment where exposure to all weather conditions would be expected in the performance of the job; perform moderate amounts of physical labor; communicate effectively, verbally and in writing.

3. Special Qualifications:

Must be 21 years of age.

Must possess a valid Utah State driver's license.

Must maintain law enforcement certification by completing annual training requirements of POST and the department.

Preference may be given for certifications through the Utah Animal Control Officer Association and the National Animal Care and Control Association, and various National recognized Animal Organizations in the use and application of various animal control equipment.

Must be willing to work "on call" on a 24 hour basis.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to animal control functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)