

**TITLE: ANIMAL CONTROL OFFICER**

CCO/5 (Reviewed 05-19-23)

**DEPARTMENT: Animal Control and Shelter**

**JOB SUMMARY:** This position is responsible for responding to calls for assistance with issues relating to dogs, cats, and ferrets and for assisting law enforcement personnel with the enforcement of animal control ordinances. This position also performs daily shelter cleaning and care as well as facility/grounds duties. This position reports to the Animal Control and Shelter Manager

**MAJOR DUTIES:**

- Responds to requests for assistance and complaints involving dogs, cats and ferrets.
- Assists law enforcement in enforcing state and county animal control laws and ordinances pertaining to dogs, cats and ferrets. (The Animal Control Officer does not have the authority to issue citations.)
- Responds to and assists law enforcement in animal cruelty investigations and allegations, and is responsible for transporting any dog, cat or ferret to the shelter or veterinarian upon law enforcement seizure authorization.
- Responds to vicious animal calls, subdues and removes dogs, cats, and ferrets.
- Assists law enforcement when needed with any preparation of investigative reports, legal documents and evidence. May testify in court as needed.
- Maintains and/or assures maintenance of assigned vehicle and equipment.
- Is on call for emergency calls including for vicious and injured dogs, cats and ferrets after regular business hours and on weekends.
- Performs other related duties---especially shelter cleanliness and animal care, assistance with adoption and transport---including for veterinary care, and facility grounds maintenance---when not on animal control calls, and as assigned by the Manager.

**KNOWLEDGE REQUIRED FOR THIS POSITION:**

- Knowledge of animal control tools, techniques and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of state and county animal control laws.
- Skill in subduing, trapping, and transporting of dogs, cats and ferrets.
- Skill in the use of computers, related peripherals, and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in oral and written communication.

- Skill in effectively and safety lifting a minimum of 60 pounds unassisted.

**SUPERVISORY CONTROLS:** The Shelter Manager (and at times, Adoption Coordinator) assign(s) work in terms of general instructions. The supervisor spot-checks in-process and completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and county laws. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related animal control duties. Aggressive dogs, cats and ferrets contribute to the complexity of the position.

**SCOPE AND EFFECT:** The primary purpose of this position is to respond to calls for assistance with issues relating to dogs, cats, and ferrets and to law enforcement's requests for assistance in the enforcement of animal control ordinances. Successful performance contributes to the safe and humane control and care of dogs, cats, and ferrets.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, general public, law enforcement personnel, veterinarians, health department staff, elected and appointed officials, and other local government personnel. May be required to interact with attorneys and judges.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift heavy objects and animals, climb ladders, use tools or equipment requiring a high degree of dexterity and distinguish shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office, an animal shelter, driving a vehicle and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, animal urine, animal feces, contagious or infectious diseases, irritating chemicals and cold, hot or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and catch poles.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school diploma or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.