



Civilian Animal Control Officer

Job Code:	11
Exempt:	No
Department:	Sheriff's Office
Reports To	Sergeant
Primary Worksite Location:	Sheriff's Office and in the Field
Date Revised:	July 16, 2024

Safety Sensitive Designation Requirements:

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

- Regular and Reliable attendance required

SUMMARY

The Animal Control Officer, under the guidance and direction of a Corporal, is responsible for enforcing Washington County Codes and Ordinances and State Laws dealing with animals and animal control. The Animal Control Officer will carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce County and State animal regulations, including but not limited to, cruelty to animals, dangerous/vicious animals, and animal bites, including dogs, cats, livestock and fowl. Issue court summons when necessary.



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- Patrol assigned County areas, contain and pick-up stray, sick/injured, feral, and/or unwanted and captured domestic animals, transporting them to appropriate destination.
- Perform emergency animal rescue service, emergency night call service when required.
- Set traps to capture evasive animals.
- Educate the public on proper animal care, wildlife problems, and animal control regulations.
- Issue warnings/citations to animal owners found in violation of animal regulations.
- Testify in court.
- Prepare and maintain necessary reports and records.
- Perform routine vehicle and equipment maintenance.
- Tranquilize dangerous/vicious animals in a safe, humane manner as authorized by supervisor.
- Destroy dangerous/vicious animals in a safe, humane manner as authorized by supervisor.
- Respond to and investigate complaints from citizens concerning domestic or wild animals.
- Maintain driver's license, vehicle license, and identification on motor vehicle equipment and determine status of equipment.
- Investigate vicious dog complaints, complete reports and document in the manner prescribed.
- Investigate all animal bite reports and ensure that the necessary paperwork is forwarded to the local unit of the State Health Department.
- Provide residents with appropriate forms to register certain types of animals, and ensure that all wild exotic animals of a vicious and ferocious nature are registered with the Sheriff's Office/Animal Control Department and inspect all residences to ensure the proper care is given.



WASHINGTON COUNTY

Job Description –Animal Control

- Ensure owners have proper enclosures for the animals being harbored according to state laws regarding these breeds of animals.
- Ensure that rabies control regulations are enforced. Assist with rabies quarantine procedures.
- Investigate all animal cruelty complaints and document the action taken.
- Transport stray animals to the appropriate location, schedule animals to be picked up, render first aid to injured animals and transport to a designated animal care facility and document the action in the complaint.
- Ensure the animal control vehicle and equipment is properly maintained, cleaned, and sanitized at designated intervals.
- Participate in public education and public relation programs for animal control awareness, as required.
- Other duties as assigned.
- Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation. This person must also be proficient in the use of a calculator, computer, vehicle, and radio.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, or equivalent combination of education and experience. Graduation from High School or GED. The incumbent must have the ability to successfully complete 120 hours of the National Animal Control Academy (NACA). The incumbent must have the ability to be certified in proper euthanasia techniques, proper bite stick usage, proper use of the Chemical Immobilization Equipment, and proper animal first-aid. The incumbent should have the knowledge and expertise to investigate and assist in the prosecution of crimes involving animals.



OTHER SKILLS AND ABILITIES

- Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.
- Close mental demand. Operations requiring close and continuous attention for control of operations.
- Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.
- Basic: Alphanumeric Data Entry, Contact Management, Database, Spreadsheet, Word Processing/Typing
- Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.
- Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.
- Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and



relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, animal borne illness and diseases, insect bites and infection / illness associated with them, risk of electrical shock, risk of radiation, vibration, and death. The noise level in the typical work environment is moderate to loud. Work involves an element of personal danger and high levels of physical, emotional and mental stress to deal with people in various situations. The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, vibration. The noise level in the work environment is usually loud. Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____