

## **ASHE COUNTY JOB DESCRIPTION**

### **JOB TITLE: ANIMAL CONTROL OFFICER/CRUELTY INVESTIGATOR ANIMAL CONTROL DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative and semi-skilled manual work in the enforcement of ordinances and statutes related to the control of animals for the Animal Control Department. Work involves capturing, confining, and exterminating stray, diseased, and bothersome animals; and enforcing animal ordinances. Employee is responsible for patrolling the county, answering complaint calls, collecting adoption and redemption fees; and preparing associated reports and records. Employee is also responsible for pursuing citations against those in violation of animal control ordinances and/or in cases of inhumane treatment of animals, including assisting in criminal prosecution. Work also involves maintaining the animal shelter in a clean and safe condition, and feeding, handling, and providing custodial care to animals in the shelter. Employee is subject to the usual hazards of animal control work.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Cleans and maintains animal confinement area and surrounding grounds; feeds and waters confined animals; cleans and disinfects cages; conducts routine inspections to ensure health and welfare of animals and safety and cleanliness of cages.

Reviews records and checks compliance with tag laws and vaccination requirements.

Destroys vicious, diseased and unclaimed animals utilizing humane methods.

Investigates cases of cruelty to animals and other animal control ordinance violations; writes summons; prepares offense and progress reports.

Collects adoption and redemption fees; maintains appropriate ownership documentation.

Purchases supplies, food, medicine and equipment as needed; maintains inventory.

Emphasizes public awareness and education including presentations in schools; promotes spay and neuter programs.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; selects data from varied sources and summarizes information for standard reports.

Properly maintains departmental equipment according to department policies and procedures.

Plans departmental activities, promotions etc.

##### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

## **ANIMAL CONTROL OFFICER/CRUELTY INVESTIGATOR**

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school with some vocational education in the area of animal control or law enforcement in addition to 1 - 2 years experience in animal handling, care and restraint or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Completion of North Carolina Animal/Rabies Control Training. Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment, including firearms, animal traps, axes, euthanasia chambers, etc. Must be physically able to operate a small pick-up truck. Must be able to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Work may involve walking, standing, running and physical confrontations. Physical demands are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of records and forms. Requires the ability to prepare reports, forms and correspondence using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide; interpret graphs; compute discount, interest, profit and loss, ratio and proportion, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using firearms and animal restraint devices. Must be able to operate a motor vehicle.

**Manual Dexterity:** Requires the ability to handle a variety of equipment, such as control knobs, toggle switches, triggers, levers, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

## **ANIMAL CONTROL OFFICER/CRUELTY INVESTIGATOR**

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of regulations related to rabies.

Considerable knowledge of laws and ordinances related to animal control, including humane animal collection, care and disposal methods.

General knowledge of the geographic layout of the County.

General knowledge of safety practices concerning the handling of animals.

Ability to use and care for equipment used to capture and destroy animals.

Ability to use and care for common grounds maintenance equipment.

Ability to exercise fairness in enforcing laws and ordinances pertaining to animal control.

Ability to exercise initiative and independent judgment in applying laws and ordinances to a variety of work situations.

Ability to communicate effectively orally and in writing.

Ability to utilize common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to prepare and maintain records of daily activities.

Ability to exercise tact, courtesy and firmness in frequent contact with animal owners and the general public.

Ability to perform manual labor associated with assigned responsibilities.

Ability to maintain readiness to work on a 24-hour, call-in basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.