

Classification Title: Animal Control Officer

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Responds to calls and enforces state and local regulations related to animal cruelty, control, care and disease prevention.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Responds to and investigates animal control calls.
2	V	Determines necessary actions to resolve calls regarding human or animal injuries involving pets and stray, unwanted or injured animals. Transports animals as necessary.
3	S	Issues warnings or citations and testifies in court as required.
4	S	Presents information on animal safety to employees, schools, other departments and businesses.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	One year of experience in animal control or veterinary-related work.
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Equivalent Education & Experience Accepted?	Yes
Reading	Intermediate
Math	Basic
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.

CLASSIFICATION REQUIREMENTS	
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, animal disarming and trapping devices, personal body protection, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

- (1) Works outdoors and in vehicle
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Protective body armor, firearms