

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ANIMAL CONTROL OFFICER-ANIMAL SHELTER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to enforce animal control ordinances, to include responding to complaints involving animals, investigating cases of animal bites or animal cruelty, capturing and handling animals, and ensuring the safety/welfare of animals and of citizens.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces provisions of applicable animal control ordinances, laws, and regulations; initiates any actions necessary to correct deviations or violations; issues citations or summonses as appropriate.

Provides information, education, and assistance to the public concerning animal control issues, animal control ordinances, humane treatment of animals, animal behavior problems, or related issues; responds to questions/complaints, researches problems, and initiates problem resolution; mediates/resolves citizen disputes.

Responds to incoming calls/complaints concerning various animal issues, such as animal bites, potential animal cruelty/abuse, stray/nuisance animals, barking dogs, animals in distress, sick/injured animals, wild/dangerous animals, loose livestock, snakes in homes, animal behavior problems, or animal control laws; picks up incident reports from Sheriff's Department and claim sheets from Humane Society; takes appropriate action on complaints; responds to emergency calls and works with law enforcement personnel when needed.

Operates animal control truck to respond to calls, patrol County roads, and to locate/pick up animals; rescues/assists animals in problem situations; sets, monitors, and retrieves animal traps; captures domestic, wild, vicious, or injured animals; apprehends animals suspected to have rabies; loads/unloads animals into/out of cages; transports animals to animal shelters, veterinarian offices, or other locations; relocates displaced wildlife and livestock; removes dead animals from roads and buries in County landfill.

Conducts investigations into animal bites, animal cruelty, illegal animal fighting, and other complaints; determines fault and whether an animal should be removed from the situation; performs follow-up as needed; issues citations or summonses to violators of County animal control ordinance; issues subpoenas; gathers case records, witness statements, and other evidence; represents Lee County in Magistrate Court.

Handles, lifts, and carries animals, restraining as appropriate; handles frightened, fractious, and injured animals; checks animals for current license tags and for signs of rabies, disease, or other illnesses; disposes of deceased animals.

Provides care for animals while in custody of animal control personnel; performs cleaning, feeding, and watering of animals as needed.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Operates various machinery, equipment, and tools associated with animal control activities, which may include an animal control vehicle, animal restraint equipment, animal traps, catch poles, nets, snake tongs, cat grasp tools, tranquilizer gun, shovel, cell phone, pager, or two-way radio.

Performs general/preventive maintenance tasks necessary to keep animal control vehicles, equipment and tools in clean and operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, washing/cleaning truck/equipment, or cleaning office/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of department equipment, tools, and supplies to ensure availability of adequate materials to conduct work activities; initiates requests for new/replacement items; replenishes equipment and supplies on truck as needed.

Maintains logs/records of work activities; prepares catalog of incoming calls from answering machine; prepares time/date schedules for dispatch personnel; prepares daily records and incident reports; compiles statistical data involving work activities, such as telephone call volume, number of animals picked up or impounded, number of warnings/citations issued, or other activities.

Prepares or completes various forms, reports, correspondence, logs, calendars, time sheets, call-out sheets, trap release forms, rabies history/report forms, animal information cards, court case summary sheets, warnings, citations, summonses, subpoenas, or other documents.

Receives various forms, reports, correspondence, complaints, incident reports, court dockets, maps, policies, procedures, ordinances, animal guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, County officials, employees, other departments, law enforcement personnel, court personnel, humane society, other animal control agencies, veterinarians, complainants, violators, animal owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge and awareness of applicable laws/ordinances; maintains an awareness of new equipment, methods, trends, and advances in the profession.

ADDITIONAL FUNCTIONS

Performs general tasks as needed, which may include raising/lowering flag, making coffee, or delivering documentation to County officials.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in animal control or animal care/handling, and vehicle operation; supplemented by 5 months previous experience and/or training involving animal control or animal care/handling, and vehicle operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, confined spaces, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal bites, or rude/hostile citizens.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.