

**ANIMAL CONTROL OFFICER**

**GENERAL SUMMARY**

Primary functions of the job are to protect the public's health and safety in regard to state and local animal laws, including performing apprehending, rescuing, and trapping of animals and to provide public education. Employees in this job have no formal supervisory role, however, work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours and also requires travel by the employee in the employee's own vehicle and/or County vehicle. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Responds to citizen complaints and enforces animal control laws in conjunction with state and local ordinances.
- Enforces applicable state and county ordinances related to animal control issues, issuing citations for violations.
- Educates the public on humane and proper keeping of animals.
- Seizes sick, deceased, injured, and healthy domestic animals found at large and makes disposition, as well as performs euthanasia on unclaimed impounded animals.
- Transports animals to county shelter, the Humane Society, and to veterinarians.
- Investigates animal bite incidents, including rabies, and prepares specimens for rabies testing, including the removal of animal heads, in compliance with health regulations.
- Inspects licensed kennels and makes recommendation on suspension of licenses.
- Cares for and feeds animals and prepares necessary records and reports as required.
- Participates in court activities, which includes serving court documents to defendants, preparing reports, and making appearances to testify.
- Prepares and maintains a variety of records related to operational activities and actions.
- Collects fees associated with animal redemption and animal licensing and maintains related financial records.
- Maintains vehicles utilized in daily activities and animal control shelter facilities.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- High School Diploma or G.E.D
- One to two years of experience in animal control work

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Animal Control Officer Certification
- Special deputy appointment
- CPR Certification

## GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

- Animal Tranquilizer and Euthanasia Certification
- Requires a valid driver's license and may require personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an "on-call" capacity.

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Errors at this level could potentially lead to the loss of life or major harm or life impairment.

Compared to Animal Control Supervisor classification, has no supervisory responsibilities.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, fumes or airborne particles, infectious diseases, criminal suspects.
- May occasionally be required to lift/move over 100 pounds.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of the safe handling, feeding and general welfare of animals
- Some knowledge of the county roads and street addresses
- Knowledge of lifesaving and first aid methods and techniques
- Knowledge of self-defense techniques
- Ability to euthanize animals, and remove heads of animals for rabies specimens.
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to safely and appropriately use lethal drugs used for euthanasia of animals
- Ability to consistently demonstrate sound ethics and judgment

- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to safely handle potentially dangerous and/or injured animals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently