

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE:** Animal Control Officer - Civilian

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Exempt (Y/N): No

DEPARTMENT: Sheriff's Dept.

DATE PREPARED: May 2014

SUPERVISOR: Sergeant

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**SUMMARY:**

The Animal Control Officer - Civilian, under the guidance and direction of a Sergeant, 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** include the following. Other duties may be assigned.

1. 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.
2. Patrol assigned County areas, contains and picks-up stray, sick/injured, feral, and/or unwanted and captured domestic animals, transporting them to appropriate destination.
3. Perform emergency animal rescue service, emergency night call service when required.
4. Set traps to capture evasive animals.
5. Educate the public on proper animal care, wildlife problems, and animal control regulations.
6. Issues warnings/citations to animal owners found in violation of animal regulations.
7. Testify in court.
8. Prepare and maintain necessary reports and records.
9. Perform routine vehicle and equipment maintenance.
10. Tranquilize dangerous/vicious animals in a safe humane manner as authorized by supervisor.
11. Destroy dangerous/vicious animals in a safe humane manner as authorized by supervisor.

12. Respond to and investigate complaints from citizens concerning domestic or wild animals.
13. Maintain driver's license, vehicle license, and identification on motor equipment and determine status of equipment.
14. Investigate vicious dog complaints, complete reports and document in the manner prescribed.
15. Investigate all animal bite reports and ensure that the necessary paperwork is forwarded to the local unit of the State Health Department.
16. 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.
17. Ensure owners have proper enclosures for the animals being harbored according to state laws regarding these breeds of animals.
18. Ensure that rabies control regulations are enforced. Assist with rabies quarantine procedures.
19. Investigate all animal cruelty complaints and document the action taken.
20. 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.
21. Ensure the animal control vehicle and equipment is properly maintained, cleaned, and sanitized at designated intervals.
22. Participate in public education and public relation programs for animal control awareness, as required.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Graduation from High School or GED

The incumbent must successfully complete 120 hours of the National Animal Control Academy (NACA). The incumbent must be certified in proper euthanasia techniques, proper bite stick usage, proper use of the Chemical Immobilization Equipment, and proper animal first-aid. The

incumbent shall have the knowledge and expertise to investigate and assist in the prosecution of crimes involving animals.

**OTHER SKILLS and ABILITIES:**

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history and in the addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

This person must also be proficient in the use of a calculator, PC computer, vehicle, radio and typewriter.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive vehicles, use hands and fingers to handle or feel objects or controls, reach with hands and arms; talk or hear; and taste or smell. The employee is readily required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, 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.**