

# Isle of Wight County, Virginia

## JOB DESCRIPTION

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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Animal Control Officer**

**Department:** Sheriff's Office

**Pay Grade:** 202

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

The Animal Control Officer performs duties in order to support the control of domestic animals throughout the County.

#### **ESSENTIAL JOB FUNCTIONS**

- Cares for and maintains all animals in the custody of Animal Services;
- Responds to calls regarding stray, abandoned, or vicious animals;
- Sets traps for wild animals that constitute a public health hazard;
- Responds to calls regarding animals who have been injured and determines, for injured companion animals, through consultation with an uninterested party (i.e. veterinarian) whether to euthanize an animal based upon condition of injury;
- Investigates cases of animal abuse and works with companion animal organizations in order to ensure humane treatment and potential adoption of animals;
- Follows all applicable laws and regulations related to the handling of animals involved in bite and/or exposure cases.
- Coordinates work with Health Department regarding rabies related cases;
- Issues summons to animal owners when problems persist regarding animal care/abuse or disturbances and testifies in court regarding summons served and animal control situations;
- Educates citizens regarding animal control laws and county ordinances, humane treatment, and related issues when responding to calls for service;
- Completes necessary paperwork for animal control duties by reporting calls received, actions taken, animals picked up, euthanized, etc;
- Maintains cleanliness of animal shelter;
- Uses medium equipment and machinery, such as vehicles and power washers;
- Accepts, receives, and/or collects payments;
- Makes recommendations that impact the budget;
- Exercises purchasing authority up to \$1,000 without approval from supervisor;

- Performs other related duties as assigned.
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy.

### **QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma (or GED), and one (1) year of work experience.

#### **Licenses or Certifications:**

Requires a valid driver's license, state animal control, and euthanization certifications.

#### **Special Requirements:**

None

#### **Knowledge, Skills and Abilities:**

- Knowledge of animal control ordinances, practices, procedures, streets, road, and geographic characteristics of the county;
- Skilled in the use of animal control equipment and able to exercise good judgment in dealing with stray, and/or potentially vicious animals;
- Skilled in the use of highly technical computer applications, such as GIS or CAD.

### **PHYSICAL DEMANDS**

The work is medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the use of fingers, balancing, crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, speaking, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. The incumbent is exposed to outdoor weather conditions or other disagreeable elements with a moderate risk to physical health up to 75% of the time. Physical health and/or physical safety risks are defined as exposure to environmentally hazardous materials, assault and battery, heavy equipment and/or communicable disease, etc.

***Isle of Wight County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Isle of Wight County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*