

ANIMAL CONTROL OFFICER I

NATURE AND VARIETY OF WORK

This is entry-level inspection and code enforcement work to insure compliance with animal control codes, ordinances, and standards. Subject to extensive public contact, incumbents perform routine assignments in apprehending and confining stray, unlicensed, and wild animals during a tour of patrol within an assigned area or in response to complaints. Work assignments are performed in accordance with departmental standards, rules, and regulations and are performed under the close supervision of higher level officers.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Makes on-site field inspections/patrols in order to determine if animals and their environments are being maintained in conformance with applicable animal control codes and ordinances.

Issues written animal control violation notices to responsible party(ies) in order to inform them of animal situations that are not in compliance with established codes.

Issues verbal warnings to responsible party(ies) prior to the issuance of a written violation in order to inform them of potential situations that could result in the issuance of a formal violation notice and to allow them time to correct the problem.

Discusses the particular circumstance(s) prior to/after the issuance of a violation notice with responsible party in order to gain compliance with the code.

Maintains animal control and code enforcement case documentation and chronology of case actions in order to provide information for potential use at hearings and in court.

Handles, catches, restrains, and places animals in cage, vehicle, or sometimes appropriate holding facility in order to execute appropriate actions, directives, and programs as mandated by applicable codes.

Picks up/removes animal carcasses from roadways, owners, and citizens in order to

properly dispose of them and insure a healthy County environment.

Participates in receiving, daily care, custody and disposition of animals at the animal control facilities.

Disposes of/segregates for testing animal carcasses that have been removed from roadways, owners, and citizens by placing carcasses in 55 gallon drums in refrigerated storage area.

Physically removes animals from owners or environments, or conditions that appear not to be in accordance with applicable animal control codes.

Prepares written summary of animal control investigations in order to document case findings.

Testifies at hearings/court in order to provide pertinent evidence pertaining to the adjudication of violation cases.

Assists Animal Control personnel in the administration of animal control programs (registration, licensing, adoption, redemption, spaying, neutering, etc.) by handling animals, by having owners/applicants complete appropriate forms and collecting appropriate fees as mandated by the Code.

Assists Animal Control personnel in the maintenance of accurate records on the care, treatment, and final disposition of all animals within the Animal Control facility in accordance with applicable codes.

Provides general information, instruction, education, and administrative assistance to the general public concerning animal control programs, services, and operations in order to make them aware of the nature and scope of animal control and enforcement operations.

Collects fees from owners as a result of picking up their animals and turns money over to appropriate facility personnel.

Attends meetings and training sessions in order to maintain and enhance proficiency in animal control and code enforcement work.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of and general interest in dogs, cats, and other animals.

Some knowledge of safety practices, precautions and hazards in handling a variety of animals.

Knowledge of the County geography.

Some knowledge of the codes, ordinances, and standards that pertain to animal control and applicable State laws.

Ability to humanely handle a variety of animals while avoiding personal injury and/or injury to the animal.

Ability to perform various physical tasks such as chasing and climbing in order to apprehend or rescue animals.

Ability to deal tactfully and effectively with animal owners and the general public.

Ability to communicate both orally and in writing.

Ability to prepare reports and forms.

Ability to operate motor vehicles requiring the use of a Maryland State driver's license.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, documented experience in the handling and control of animals, plus willingness to perform the required duties of an Animal Control Officer; or an equivalent combination of education, experience and training.

CONDITION OF EMPLOYMENT

A valid driver's license is required upon appointment.

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