

## **Animal Control Officer**

### **Summary of the Position:**

Performs animal control work for Dare County. The work involves patrolling assigned areas of the county to enforce animal control ordinances, related laws, rules and regulations. Officers carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations. Seeking full-time candidate; must reside in Dare County.

### **Essential Job Functions**

- Enforces County and State animal regulations including, but not limited to, cruelty to animals, dangerous/vicious animals, and animal bites, including dogs, cats, and wildlife.
- Patrols assigned County areas, contains and picks-up stray, sick/injured, feral, and/or unwanted and captured domestic animals, transporting them to appropriate destination.
- Performs emergency animal rescue service, emergency night and weekend on call service, and animal first aid when required.
- Serves and responds to court and the Board of Health on Dangerous Dog hearings.
- Maintains required telecommunications contact.
- Hand out traps to capture evasive domestic animals. Trap forms must be filled out completely and signed by the requester and the officer.
- Will serve On Call several times per week. On Call responds to any injured animal or aggressive dogs in Dare County after normal business hours. Assist Dare County Sherriff's Department upon request.
- Educates the public on proper animal care, wildlife problems, and animal control regulations. Issues warnings to animal owners found in violation of animal regulations.
- Prepares and maintains necessary reports and records. Performs routine vehicle and equipment maintenance.
- Responds to and investigates complaints from citizens concerning domestic, and some wildlife situations, i.e. Raccoons, Opossums. Example seriously injured, or in the dwelling of someone's home.

### **Other Duties**

Performs related work as required.

### **Knowledge's, Abilities and Skills**

- The purposes and methods of animal control programs.
- Effective methods of controlling and containment of domestic animals.
- Ability to perform animal control duties efficiently.
- Handle animals safely and effectively.
- Deal courteously with the public.
- Operate vehicle safely.

**Required Qualifications** (Note: Any acceptable combination of education, training and experience that provides the above knowledge's, abilities and skills may be substituted on a full-time year for year basis.)

### **Training and/or Education**

High school diploma or GED.

### **Experience**

Two years of progressively responsible experience in working with animals.

### **Licenses or Certificates**

Valid driver's license with a clean driving record.

### **Physical Demands**

The work is regularly active with periods of heavy exertion, and is performed in office, field settings and outside in varying weather conditions. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

### **Unusual Demands**

Workers are subject to emergency callback.

**Employee is subject to work beyond normal scheduled hours On Call, weekends, and holidays.**