



PRINCE GEORGE COUNTY, VIRGINIA

December 2007

ANIMAL CONTROL OFFICER

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled service work in the enforcement of laws and ordinances regulating the keeping of animals within the County; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, and lifting; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing animal control laws and ordinances; responding to animal control calls; patrolling to observe animal violations; picking up animals running loose, sick or injured animals; investigating animal bites; tending to animals in the animal shelter; preparing and maintaining records and files.

Apprehends, processes and impounds lost, injured or abandoned animals; restrains stray animals; sets traps for strays; lifts and carries animals;

Assists in shelter duties and in caring for animals; performs euthanasia; disposes of dead animals;

Releases animals from shelter in accordance with established procedures; handles pet adoption;

Performs simple equipment and vehicle maintenance;

Maintains records on animal shelter activities;

Cleans and maintains cages and animal shelter facility;

Checks animals for County tags and general health;

Drives vehicle; loads and unloads animals to and from vehicles;

Completes and maintains records and reports;

Writes summons for court and prepares statements;

Collects and deposits fees received at the animal shelter;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the laws, ordinances and regulations governing the control of animals; general knowledge of the geography of the County; general knowledge of the care, control and handling of dogs and other animals; thorough knowledge in the use of tranquilizer gun and associated drugs; ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in work involving the care of animals.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of state mandated certification as animal control authority including summons power, basic mandated certification and administration of lethal drugs. Possession of sidearm certification shall be required and certifications for any additional weapons, if assigned by the department. All firearm certifications must be obtained within sixty (60) days of completion of animal control school or issuance of weapon(s).