

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Animal Enforcement Officer I
Department: Health
Revised : April 2016

Class : Protective Service
FLSA : Non-exempt

This job description supersedes any prior description for the Animal Enforcement Officer I classification.

GENERAL DESCRIPTION

Performs protective, preventive, and investigative work in enforcing animal control laws and regulations within the County. Work is performed both in the field and at the Animal Shelter. Work is circumscribed by State and County rules and regulations and is supervised by the Animal Enforcement Manager. Work is reviewed through observation, analysis of reports and through frequent discussions.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Patrols designated areas of the County, determines if a violation of law has occurred, and applies appropriate legal response which may include issuing verbal or written warnings, civil or state citations, or criminal summonses or warrants.

Investigates reported incidents of suspected or actual rabies situations and determines whether further action is warranted.

Apprehends and transports stray, unwanted, diseased, or injured animals to the Animal Shelter.

Responds to and investigates complaints by citizens regarding animal bites, acts of cruelty or nuisance, wildlife, rabies suspects, and sick or injured animals; completes reports involving complaints and actions taken.

Educates the general public and animal owners by explaining the responsibilities of pet ownership and the various animal control laws.

Removes, packages, and processes animal heads for delivery to the State Lab for rabies analysis.

Performs data entry into the computer system of impounded animals, complaint histories, and prior actions taken.

Appears in court and administrative proceedings to testify on actions taken.

Participates in school, neighborhood, and civic group presentations of animal-related law programs.

Participates in periodic rabies canvassing of neighborhoods to ensure compliance with State laws regarding pet rabies vaccinations.

Participates in and performs animal euthanasia, both in the field and at the Animal Shelter.

OTHER JOB FUNCTIONS

Assists other county, state, or municipal agencies or other Animal Services staff as required.

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Documents activity on specific reports or other paperwork.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the geographical layout and boundaries of the County.

Knowledge of rabies, public health rabies control laws, and proper and sanitary practices when handling, apprehending, or disposal of stray, injured, diseased, or dead animals.

Knowledge of applicable county, state, and federal laws relating to pet ownership, humane animal control care, and acceptable apprehension and disposal methods including euthanasia.

Knowledge of legal procedures regarding civil processes and laws governing arrest, search, and seizure.

Skill in the use of equipment necessary in the performance of animal services duties including the use of traps, tranquilizer guns, a firearm, catch poles, and in performing euthanasia.

Ability to obtain and maintain certification as a Euthanasia Technician and in Chemical Immobilization.

Ability to enter and retrieve data from a computer-based system.

Ability to prepare routine reports and maintain related records.

Ability to operate a motor vehicle in a safe, efficient manner.

Ability to read, interpret, apply, and explain various laws and regulations relating to the enforcement of animal services.

Ability to work in volatile situations involving wild, aggressive, and diseased animals and with irate citizens.

Ability to communicate effectively, both orally and in writing, with the public, county and local agency personnel.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with the public and other employees.

PHYSICAL REQUIREMENTS

Work in this class will include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work may also include use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

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MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED equivalency, one year of experience as an Animal Enforcement Officer, Security Officer, or related law enforcement role, and a valid driver's license. Previous experience in the apprehension, care, control, and/or disposal of small and large animals is preferred.

**This job description does not create an employment contract,
implied or otherwise.**