

JOB TITLE: Part-time Animal Control Officer

JOB SUMMARY:

Enforces state law and municipal ordinances pertaining to the regulation and control of dogs and other animals, which involves the investigation of compliance concerning regulation, licensing and control.

SUPERVISION EXERCISED:

None

EXAMPLES OF DUTIES:

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

1. Investigates complaints by citizens regarding stray, sick and vicious animals; interviews persons concerned, observes and examines animals; determines if any local ordinances or state laws have been violated and takes appropriate action including catching, confining and quarantining animals.
2. Issues summonses to unresponsive animal owners and appears as a witness in District Court.
3. Rescues or aids in the rescue of trapped, wounded sick or injured animals.
4. Maintains logs of animals transported to the Animal Rescue League.
5. Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Considerable knowledge of the habits and behavior patterns of animals and the methods of handling them; Working knowledge of state and local laws pertaining to animals. Some knowledge of the geography of the town; Ability to handle gentle and vicious animals; ability to establish and maintain effective relationships with the general public, often under adverse situations; Ability to understand and carry out oral and written instructions; Ability to react quickly and calmly under emergency situations.

MINIMUM QUALIFICATIONS REQUIRED

Must have a high school diploma or equivalent. Some experience in work affording familiarity with animals and public contact work.

WORKING CONDITIONS

The Animal Control Officer works under widely varying conditions, from the confines of police headquarters and animal treatment and care facilities, as well as into the community in all kinds of weather. The position requires the individual to work in a highly emotional atmosphere while dealing with the general public in a calm, rational manner.

COGNITIVE & SENSORY REQUIREMENTS

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing the job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 12345678

Stand 12345678

Walk 12345678

Total Hours

Sit 12345678

Stand 12345678

Walk 12345678

ENVIRONMENT: Inside: 25% Outside:75%

EQUIPMENT USED:

Computer, telephone, copy machine, additional equipment as needed and required. Associated animal control equipment required to perform the duties, such as leads, snares, traps and cages.

HAND MANIPULATION:

Grasping: Frequently required

Handling: Frequently required

Torquing: Never required

Fingering: Never required

Controls and Equipment:

Computer, telephone, copy machine, FAX machine, Radio, associated equipment required to perform the duties.

LINCENSURE/CERTIFICATION REQUIREMENTS:

None

OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS:

None

Specific Vocational Preparation Requirements:

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90days.
- 4. 91-180days
- 5. 180 days.
- 6. 1 to2years.
- 7. 2 to4years.
- 8. 4-10 years
- 9. Over 10 years.

PHYSICAL ACTIVIVITY REQUIREMENTS:

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

LIFT 26 to 50 lbs.: Frequently Required

LIFT over 50 lbs.: Occasionally Required

CARRY up to 10 lbs.: Frequently required

CARRY 11 to25 lbs.: Frequently required

CARRY 26 to 50 lbs.: Occasionally required

CARRY over 50 lbs.: Occasionally required

REACH above shoulder height: Frequently required

REACH at shoulder height: Frequently required

REACH below shoulder height: Frequently required

PUSH/PULL: Frequently required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently required

Bending: Frequently required

Crawling: Seldom required

Squatting Frequently required

Kneeling: Frequently required

Crouching: Seldom required

Climbing: Seldom required

Balancing: Seldom required

WORK SURFACE(S)

Animal Control vehicle as assigned, standard office desk and chair. Carpet and tile floors.