



TITLE:	Animal Control Officer	JOB CODE:	3042
DEPARTMENT:	Police – Animal Control	FLSA:	Non-Exempt
PREPARED:	January 2002	UPDATED:	January 2022
SALARY:	Pay Grade H	\$16.11 - \$21.75	\$33,508.80 - \$45,240.00

Position Summary

This civilian position enforces City codes and ordinances for the licensing, care, and control of animals; and assists with the operation of the City's animal shelter.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Investigates all public animal complaints including stray animals, cruelty investigations, missing animals search and reunification, defecation complaints, licensing, noise complaints, and animal bites.
- Sets traps for non-domestic and domestic animals. Captures wild nuisance animals within city dwellings and properties and relocates or euthanizes when appropriate.
- Patrols city streets looking for nuisance animals.
- Captures, tags, and logs animals into the animal shelter; picks up and properly disposes of dead animals.
- Cleans, disinfects and maintains animal shelters, cages and facility.
- Responds to requests for assistance.
- Assists with daily animal and shelter care including cleaning the shelter; providing feed, water and care for animals; treating sick or injured animals.
- Assists public with questions regarding lost and adoptive animals; advises public on appropriate policies and procedures; releases animals from shelter for adoption or reclaim.
- Assists with and performs euthanasia of animals as assigned.
- Prepares accurate reports and maintains daily logs relating to all animal control matters, including euthanasia, animal bites, and quarantines.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of City and State animal control laws, regulations and procedures.
- Knowledge of current practices and procedures in Animal Shelter management.
- Knowledge of principles and practices for capturing and handling a variety of wild and domestic animals.
- Knowledge of principles of animal behavior.
- Knowledge of specialized animal control equipment and techniques.
- Skill in answering calls and complaints involving animal control.
- Skill in advising owners of loose animals, leash laws and the necessity of keeping animals under control.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures and practices.
- Knowledge of local government organization and its departmental operating requirements.

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- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- Ability to work the allocated hours of the position.

Language Skills

- Ability to explain relevant information effectively to various audiences.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate clearly and concisely in both written and verbal form.
- Must be proficient in workplace English and spelling.
- Ability to read City policies and procedures; written instructions, general correspondence; SDS sheets, safety manuals, maps, etc.

Mathematical Skills

- Ability to perform mathematical calculations.

Reasoning Ability

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.

Required Education, Experience, Licensing, and Certifications

- High School Diploma/equivalent with two (2) years animal control experience.
- Must be a Certified Professional Animal Control Officer.
- Must possess a valid State of Tennessee driver's license.

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating machines, operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.

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- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to animal attacks and infectious diseases carried by animals.
- Work is in an office setting, animal shelter setting, and in the field.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Director’s Initials _____
Personnel Director’s Initials _____
City Manager’s Initials _____