

# Animal Control Officer



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B22

### Bargaining Unit

GELC – General Unit

### Reports to

Operations Captain

### Supervises

none

### Position Category

Specialist

### Summary

Enforces the state laws and local ordinances dealing with animal control and issues citations for violations. Responds to citizen complaints regarding animals and patrols the County to pick-up stray animals and respond to other animal related concerns. Investigates and follows up on charges of animal abuse and neglect.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responds to and investigates complaints related to barking dogs, stray animals, vicious dogs, animal bites, dead or injured animals, livestock killings and other animal related complaints and takes action to resolve the matter. Works with owners and neighbors in the attempted resolution of animal related problems. Educates the public regarding animal care and the law.
2. Investigate suspected cases of animal abuse or neglect which includes reviewing the condition of the animals, interviewing the owner and witnesses, and determining whether to issue a citation. Works with the Prosecutor's Office to obtain warrants, completes case reports, and testifies in Court regarding investigations.
3. Patrols the County to assist in enforcing animal laws and pick-up stray animals. Uses catchpoles, traps, and mace to capture and impound animals. Uses firearm to destroy animals as necessary.
4. Issues appearance tickets on animal violations as necessary.
5. Maintains a daily log if animal control incidents, dog quarantines, citations issued, and other enforcement activities.
6. Captures and impounds dogs that have bitten individuals to quarantine them as required.
7. Documents results of investigations by completing reports on animal bites, livestock killings, and related activities. Documents information on animals that have been picked up.

8. Assists residents in the removal of stray domestic animals from properties, buildings, or residences.
9. Assists in picking up farm or exotic animals that are on the loose.

## **Competencies**

Competencies are listed below. Detailed descriptions of these competency levels are available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in various indoor and outdoor settings where the employee will be exposed to the risk of being bitten by animals; will be required to work outside in all types of weather; exposure to a diseases communicated by animals; exposure to high levels of noise and odor of impounded animals.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee must have the ability to operate vehicles and trailers to patrol the County and investigate complaints; ability to subdue, capture, and transport animals; ability to lift animals weighing up to 100 pounds to vehicle and other locations; ability to use sidearm, shotgun, and other firearms; walk and run over all types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

## **Travel**

Travel is required throughout the County.

## **Required Education and Experience**

1. High School Diploma or Equivalent (G.E.D.).

2. Three (3) years of experience working with animals.
3. Maintain annual firearm qualification and departmental training requirements.
4. Possess a State of Michigan Animal Control Certification or obtain upon hire.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_