

POSITION DESCRIPTION REVIEW FORM

DRAFT

• Instructions •

The initial **draft** of the job description for the position is attached. Please review this draft for accuracy. *Any changes you make should be written directly on the description. If you need additional space, attach another sheet.* The substantive changes you make will be incorporated into the final position description. In the event there are major inaccuracies or questions, you will be contacted before the final description is completed. Your department head will have copies of the final job descriptions for your department when they are finished.

• Employee Review Certification •

I have reviewed the attached job description and

- have found it to be an accurate and fair statement of the job.
- have made additions and/or revisions.
- have found this position no longer exists in our department.

_____ Date: _____
Employee's Signature

COMMENTS:

• Supervisor Review Certification •

I have reviewed the contents of the attached draft position description, including any additions/modifications noted by me and/or the incumbent(s), and found it to be an accurate and fair statement of this job. Any additions/modifications noted by me and/or the incumbent(s) were discussed with the incumbent(s).

Supervisor's Signature: _____ Date: _____

COMMENTS:

**POSITION DESCRIPTION
COUNTY OF WARRICK, INDIANA**

POSITION: Animal Control Officer
DEPARTMENT: Health
WORK SCHEDULE: 7:00 a.m. - 3:00 p.m., M-F
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: March 2020

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Warrick provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Animal Control Officer for the Health Department, responsible for overseeing animals in facility and enforcing animal control ordinances.

DUTIES:

Responds to and resolves public nuisance complaints concerning animals and responds to domestic disturbances and emergency calls, including issuing warnings/citations as needed.

Performs booking procedures of detained animals, including obtaining background and medical information and taking pictures. Oversees animals in facility, including escorting animals to veterinarian office and medical facilities, monitoring behavior, distributing meals, ensuring personal hygiene and cleanliness, and issuing prescribed medications.

Processes animals out of facility, including completing required documents.

Performs impound procedures, including completing required forms, receiving money, and writing receipts. Euthanizes and disposes distressed/unwanted/injured animals, as needed.

Performs investigations, including identifying owner(s) of animal, investigating missing animals, conducting electronic techniques, coordinating investigations with other law enforcement officials or agencies, collecting, documenting, and preserving evidence, and maintaining confidentiality of cases.

Assists with approving and monitoring expenditures, preparing purchase orders, purchasing supplies and equipment, and writing/administering grants. Issues department vehicles, equipment, and supplies.

Maintains public relations, including making presentations, communicating with news media, preparing materials, participating in community events, attending meetings, serving as department liaison, giving explanation of complaints or legal procedures to victims, comforting emotionally distraught persons, and attending continuing education courses.

Maintains communication equipment, monitors closed circuit television system, and answers business or emergency telephone, including maintaining daily log of calls. Notifies appropriate officials of impending emergencies.

Maintains department records, including entering data into computer and typing case reports, forms, and letters.

Inspects condition of assigned vehicle and equipment and maintains uniform in a neat and professional manner.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Thorough knowledge of animal control ordinances, and ability to capture and properly handle a variety of animals of varying temperaments and health conditions.

Considerable knowledge of community geography and police/jurisdiction boundaries.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of current training programs and ability to develop and direct training of department personnel.

Working knowledge of grant writing/administration.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within Department deadlines.

Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be understood when communicating in person, by radio, or by telephone.

Working knowledge of and ability to use all assigned Department equipment and weapons, including computer, calculator, vehicle, binoculars, camera, control stick, leash, radio, and microscope.

Ability to effectively communicate with co-workers, other County departments, humane societies, rescue organizations, law enforcement agencies, veterinarians, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate and maintain all assigned vehicles, equipment, and uniforms and purchase/oversee maintenance, repair, and replacement of vehicles, equipment, and/or uniforms.

Ability to prepare and deliver speeches, develop news releases, articles, brochures, and effectively communicate with the news media.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile animals and/or individuals.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to perform arithmetic calculations quickly and accurately.

Ability to coordinate, analyze, evaluate, and fabricate data, make determinations, and take action based on data analysis.

Ability to work with others in a team environment, occasionally under time pressure, and on several tasks at the same time.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to testify in legal proceedings/court.

Ability to serve on 24-hour call for emergencies and occasionally work extended, weekend, and/or evening hours and travel out of town for training and/or transporting animals, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties with assignments guided by broad policies and/or objectives. Incumbent receives general supervision and refers to supervisor when interpretations of department policies or programs are thought necessary. Errors are primarily detected through procedural safeguards. Work errors could result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, humane societies, rescue organizations, law enforcement agencies, veterinarians, and the public for the purpose of exchanging information and ideas, rendering service, and mentoring.

Incumbent reports directly to Animal Control Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an animal control facility, outdoors, and in a vehicle, involving sitting/walking at will, standing/walking for long periods, pushing/pulling/lifting/carrying animals weighing over 50 pounds, crouching/kneeling, bending/reaching, color/depth perception, handling/grasping objects, close/far vision, speaking clearly, and hearing sounds/communication. Physical effort is frequently exerted for sustained periods, but intense physical strain is not part of normal duties. Outdoor duties involve exposure to normal hazards associated with animal control, such as animal bites, traffic, inclement weather, extreme temperatures, running up/down stairs and for long periods, carrying equipment up/down stairs, jumping, crawling/climbing, and working near chemicals, fumes, dust, odors, and dirt. Safety precautions must be taken when working with animals, including wearing protective clothing. Incumbent may be exposed to potentially irate/hostile animals and/or individuals.

Incumbent serves on 24-hour call for emergencies and occasionally works extended, weekend, and/or evening hours and travels out of town for training and/or transporting animals, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Animal Control Officer for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name