



## **Animal Control Officer / Humane Officer**

### **Position Summary**

Under the direct supervision of Supervisor of Field Services, performs humane officer and animal control duties. Drives an animal control vehicle and responds to radio dispatched requests for service. Works a schedule that includes days, nights, weekends and holidays, as necessary. Schedule also includes at least one stand-by shift a week.

### **Responsibilities**

- Provides prompt and courteous response to requests for animal control services
- Handles all types of domestic and wild animals; occasional running to apprehend loose animals evading capture
- Educates the public regarding the importance of humane treatment for all animals
- Investigates complaints of cruelty and neglect; documents all activities relating to investigations
- Responds to emergencies and transports injured, sick, and aggressive animals
- Performs euthanasia when necessary
- Effects rabies control through quarantine procedures
- Issues citations to enforce animal control and cruelty laws
- Maintains a daily log and monthly statistic sheet documenting his/her activities
- Maintains animal control vehicle and equipment
- Performs other duties as assigned

### **Requirements**

- High school diploma or G.E.D. and at least eighteen years of age
- Excellent driving record and no felony convictions
- Able to lift at least 70 pounds and work outside in all types of weather
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to pass written test with a minimum score of 80%
- Must pass a pre-employment physical examination and drug test

### **Knowledge and Abilities**

- Various animal breeds, including, but not limited to, dogs, cats, birds, rabbits
- Proper methods of safely handling and restraining a wide variety of animals
- Animal nutritional needs
- Symptoms of common diseases of dogs and cats