

Hendricks County
Job Description

Title: Animal Control Officer

FLSA Status: Non-Exempt

Department: Animal Control Shelter

Pay Band: Pole 3

Supervisor: Chief Animal Control Officer and/or
ACO Supervisor

PURPOSE OF POSITION:

An Animal Control Officer's (ACO) under direction, duties include enforcement of county ordinances, state laws and tasks related to the care and control of animals. ACO answers calls and complaints, ensures public safety, conducts investigations, gathers information, and issues warnings for violations of animal regulations. ACO conducts animal rescues and abuse/cruelty/neglect investigations.

ESSENTIAL FUNCTIONS:

- Observes and enforces strict adherence to safety regulations and safe work practices, particularly in the handling of animals and the operation of patrol vehicles
- Receives and responds to inquiries and complaints from citizens involving animals throughout the county
- Work independently and is expected to organize work assignments to respond to a maximum number of calls
- Must exercise independent judgment in dealing with not only a wide variety of pets and wild animals, but also in dealing with pet owners who may be angry, confused, and/or abusive
- Investigates abuse and neglect reports, conducts preliminary investigations, gathers evidence and takes statements in connection with suspected animal crime activities.
- Prepares detailed reports of all activities
- Investigates animal bites and quarantines animals according to law when necessary
- Captures and quarantines suspected rabid animals, surgically prepares dead animals for rabies testing if necessary, and otherwise protects the public from rabid or potentially diseased animals
- Rescues injured and trapped animals using humane traps and transports animals to the shelter
- Responds to public calls and complaints, educates the public regarding county codes, and issues warning notices for violations
- Patrols public streets and impounds stray animals

- Testifies in court against persons cited for violations
- Responds to emergency calls during work and after normal working hours and holidays
- Maintains liaison with public law enforcement and wildlife agencies, other counties, cities, community groups for the purpose of resolving problems including citizen complaints and interpretation of code sections

NON-ESSENTIAL FUNCTIONS

- Maintains and cleans equipment, tools, shelter building and grounds
- Maintains clean and orderly workplace
- May be required to answer phones, dispatch other officers and clerical work
- Keep uniforms, equipment, vans in a good state of repairs and cleanliness
- Performs euthanasia, get specimen ready for rabies examine and transports specimen to IBOH
- Assist with duties in the shelter as sees fit
- Perform other duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma and/or GED certificate
- Must be 21 years old and possess a valid Indiana driver's license with a good driving record and must be a citizen of the United States and resident of Hendricks County
- Must be able to drive hauling a trailer with a load of animals or donations
- Must have or be able to attain National Animal Control Association certification or equivalent to upon or during employment
- Prefer applicants with (1) year law enforcement (i.e., law enforcement, security, public safety, corrections, and criminal justice) and/or (1) year of animal related experience as a Veterinarian Technician, Kennel Attendant, or in a related area
- Must be knowledgeable in community relation, law enforcement, investigative procedures, and interview techniques
- Must be knowledgeable in county geographies, police report writing, police radio procedures, codes and skill in operation of issued equipment and weapons (e.g., tranquilizer gun, chemical spray, etc.)
- Must possess and demonstrate a high degree of organizational, planning, and problem solving skills
- Must possess and demonstrate the ability to communicate effectively whether verbal and/or in written form and effectively present court testimony
- Possess the ability to hear, visual acuteness, and mobile use of hands, feet, etc.

- Principles, methods and techniques of effective human relations and interpersonal communication techniques; record keeping and inventory control procedures; filing systems; training methods and techniques; animal behavior; animal handling techniques; first aid for injured, sick, and possible contagious animals; standard first aid procedures; animal nutrition requirements; rabies control; behavior associated with pet owners; cruelty investigation techniques; civil and criminal laws related to animal control; zoonosis; animal segregation, euthanasia methods.

RESPONSIBILITY:

An Animal Control Officer's duties include enforcement of county ordinances, state laws and any tasks related to the care and control of animals. An Animal Control Officer will answer calls, complaints, conducts investigations, gathers information, and issues citations for violations of animal regulations. Animal Control officer writes reports on violations, prepares reports, maintains records of animal bites and quarantines, and notifies involved persons of outcome. An Animal Control Officer works independently and is expected to organize work assignments to respond to a maximum number of calls. They must exercise independent judgment in dealing with not only a wide variety of pets and wild animals, but also in dealing with pet owners who may be angry, confused, and/or abusive; answers questions regarding the impounding, adoptions and, disposal of animals; works with appropriate health agencies and officials on disease control; works with a variety of agencies. Work can be broad in scope. Professional standards and practices are established but not always clearly applicable. The Animal Control Officer applies and interprets local and state animal regulation to a variety of situations. Discretion must be used when dealing with employee issues, public, personal information on bite victims and etc.

WORKING RELATIONSHIPS:

Working relationships are with supervisors, associates in same department, other county departments, governmental boards, governmental agencies, social service agencies, and the general public for the purpose of providing and receiving factual information, problem solving and evaluating animal concerns, Contacts are with County and State departments, rescues, local health and service agencies, any animal related service and the public. Purpose of the contact is to provide information and advice to certain groups, the public and others on animal issues and obtain cooperation.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work requires employees to spend some time driving in the county. Exposure to all types of weather conditions and contact with unpredictable hazards and dangers associated with animal control (e.g., wild animals, disease-infested animals, and dangerous locations) will be

encountered. Incumbent will be required to be on call, work overtime, which includes weekends and holidays. Frequently required to walk, stand, smell, stoop, kneel, run, and use arms, legs and back to lift and/or move weight from a minimum of 20lbs to 100+lbs. Requires use of arms to reach and carry and use of hands to operate, finger and handle objects and controls. Incumbent requires color and visual perception and discrimination; as well as oral communications ability. Incumbent requires the ability to accurately perceive sounds.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description of the position for Animal Control Officer in the Animal Control Shelter Department describes the duties and responsibilities 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

Printed Name

