Animal Control Officer

**Summary**

Performs animal control work for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ township, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ county. The work involves patrolling assigned areas of the county to enforce animal control ordinances and related laws, rules and regulations. Worker carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

**Essential Job Functions**

* Enforces \_\_\_\_\_\_\_\_\_\_\_\_\_ township animal regulations and ordinances including, but not limited to, cruelty to animals, dangerous/vicious animals, and animal bites, including dogs, cats, livestock and fowl.
* Patrols assigned township areas, contains and picks-up stray, sick/injured, feral, and/or unwanted and captured domestic animals, transporting them to appropriate destination.
* Performs emergency animal rescue service, emergency night call service, and animal first aid when required.
* Maintains required telecommunications contact.
* Sets traps to capture evasive domestic animals.
* Educates the public on proper animal care, wildlife problems, and animal control regulations.
* Issues warnings/citations to animal owners found in violation of animal regulations.
* Prepares and maintains necessary reports and records.
* Performs routine vehicle and equipment maintenance.
* Tranquilizes dangerous/vicious animals in a safe humane manner as authorized by supervisor.
* Destroys dangerous/vicious animals in a safe humane manner as authorized by supervisor.
* Responds to and investigates complaints from citizens concerning domestic animals.

**Other Duties**

Performs related work as required.

**Knowledge, Abilities and Skills** *(These are pre-employment KASs that apply only to Essential Job Functions.)*

* Knowledge of--
  + The purposes and methods of animal control programs.
  + Effective methods of controlling and containment of domestic animals.
* Ability to--
  + Perform animal control duties efficiently.
  + Handle animals safely and effectively.
  + Deal courteously with the public.
  + Operate vehicle safely.

**Required Qualifications** *(Note: Any acceptable combination of education, training and experience that provides the above. Knowledge, abilities and skills may be substituted on a full-time year for year basis.)*

* Training and/or Education
* High school diploma or GED.

**Experience**

* Two years of progressively responsible experience in working with animals.

**Licenses or Certificates**

* Valid driver's license.

**Special Requirements**

None.

**Physical Demands**

The work is regularly active with periods of heavy exertion, and is performed in office, field settings and outside in varying weather conditions. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

**Unusual Demands**

* Workers are subject to emergency callback.
* Employee is subject to work beyond normal scheduled hours, weekends and holidays.
* FLSA Status
* Nonexempt
* Reports to
* Chief of Animal Control Services
* Supervises

**The PSATS Ordinance Database includes examples that townships can use when developing their own ordinances, job descriptions, and personnel regulations. Please keep in mind that these examples are merely models and should only be used as a guide in developing your own ordinance, job description, or personnel regulation. PSATS encourages township officials to review and discuss all proposed ordinances, job descriptions, or personnel regulations with their township solicitor. Also, please keep in mind that PSATS cannot guarantee that a model ordinance, job description, or personnel regulation has or will withstand a court challenge.**

**To use the database, you can browse for ordinances, job descriptions, or personnel regulations by choosing a category such as “Job Descriptions” or “Roads/Streets.” Search for ordinances by using keywords such as "snow", "road maintenance", "nuisance", or other words that are relevant to your request.**

**If you can't find what you're looking for…new ordinance files are constantly being added to this site. However, there may be instances where we do not currently have what you are looking for. If you can't find a specific ordinance, try submitting a request for one. Click on the Ordinance Request link, fill out the form and click on submit. After receiving your request, we will try to locate a sample ordinance for you.**