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| <b>Clayton County</b>                                            |  |
| <b>Title: Animal Control Officer</b><br><b>Class Code: PD051</b> |                                                                                     |

## **PURPOSE OF CLASSIFICATION**

Performs general/specialized work functions associated with providing effective and efficient animal control and to enforce state and local animal control ordinances.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enforces the provisions of state and local codes and ordinances applicable to animal control activities.

Patrols county streets and investigates calls from citizens concerning animal control issues such as potential animal abuse, animal bites, stray/nuisance animals, wild/dangerous animals, and injured/dead animals.

Attempts to keep the peace between complainants and animal owners; issues warnings and citations for violations of animal control laws and advises owners of their responsibilities; attends court to provide testimony as necessary.

Utilizes and maintains various equipment and tools associated with animal control activities which may include a catchpole, traps, nets, and chemical capture devices; sets, re-sets, and monitors animal traps.

Tracks and traps/captures animals; may remove animals from roofs, trees, and under houses; impounds animals in violation of ordinances; transports to animal shelter or as otherwise directed.

Handles animals, restraining as appropriate; assists co-workers in subduing feral animals; arranges quarantines with owners of animals for rabies observations.

Responds to complaints and routine requests for information or assistance from members of the staff, the public, or other individuals; answers the telephone; provides information, guidance and assistance; takes and relays messages and/or directs calls to appropriate personnel.



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Educates the public on responsibility of pet ownership, laws, and ordinances, and pet adoption; assists with adopting out animals; collects and tallies money, writes receipts, and completes adoption forms.

Provides for the care of animals in shelter; traces rabies tags to veterinarians and owners; conducts euthanasia on animals as necessary and according to departmental policy.

Maintains and cleans truck, cages, and kennel area; maintains animal control equipment and tools in operable condition.

Transports inmates to and from correctional institution; enforces all work detail rules and regulations; maintains inmate discipline; oversees inmates performing animal control/shelter related assignments.

Attends classes, meetings, and workshops related to work; maintains a comprehensive, current knowledge, and awareness of applicable laws/regulations.

Prepares and/or processes a variety of forms, reports, routine correspondence, and other documents associated with routine duties of this position; maintains records of daily activities and completed documentation.

### **ADDITIONAL FUNCTIONS**

Performs general maintenance on animal control vehicle; adds fuel and checks all fluids, air pressure, and tires; transports to appropriate facility for major repairs/service.

Opens and closes animal control facility; controls facility alarm system; secures gates.

Performs various administrative tasks, which may include filing, radio dispatch, preparing cards and collars, operating a variety of office equipment, and miscellaneous janitorial duties.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High School Diploma or GED; no previous experience required. Must have ability to handle animals; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license.



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## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of animals and materials of moderately heavy weight (20-60 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

