

## CRAWFORD COUNTY JOB DESCRIPTION

### **ANIMAL CONTROL OFFICER**

Supervised by: Director of Animal Control and/or County Administrator

#### **General Summary:**

Under the general supervision of the County Administrator and/or the Director of Animal Control, oversees the enforcement of the Crawford County Animal Control Ordinance for the health, safety and welfare of the public.

#### **Essential Job Functions:**

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Responds to nuisance calls relating to barking dogs, vicious dogs, animal bites, dead or injured animals, livestock killings and other animal related complaints.
2. Works with animal owners and neighbors to resolve animal related problems
3. Captures transports and impounds animals, including dangerous animals
4. Provides on call emergency services on evenings, weekends and holidays
5. Transports injured animals to the veterinary hospital
6. Perform proper reporting and communication to various agencies in the event of an animal bite
7. Oversees the quarantine of an animal involved in a bite incident
8. Respond to suspected cases of animal abuse or neglect, including the evaluation of the condition of animals
9. Works with the Prosecuting Attorney's Office to obtain warrants, complete case files and offer expert testimony
10. Enforce licensing requirements per the County Animal Control Ordinance
11. Rescuing of trapped animals
12. Inspect dog kennels for compliance with the Crawford County Animal Control Ordinance
13. Assist other agencies in the placement of animals
14. Maintains county incident reports
15. Work with the public to educate and inform of the requirements for animal care and responsibilities for animal owners outlined under the Crawford County Animal Control Ordinance
16. Attain the required prerequisites for certification by the State of Michigan

17. Performs other duties as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma or equivalent
- Knowledge and understanding of computer operations; past experience in working with BS&A program software preferred
- Ability to effectively communicate and exercise a high degree of diplomacy in contentious or confrontational situations
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with animal owners, the public, professional contacts, and municipal officials
- Ability to critically assess situations, problem-solve, and work effectively within deadlines, and changes in work priorities
- A Michigan driver's license with excellent driving record.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, talk or hear, and drive a vehicle. The employee is frequently required to sit and travel to other locations. The employee is occasionally required to climb or balance, stop, kneel, crouch, or crawl. The employee must frequently lift and/or move items and animals of light to moderate weight and occasionally lift and/or move heavy items and/or animals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee works both in a business office setting and in the field. In the course of conducting site inspections and other investigative activities, the employee is frequently exposed to outside weather conditions.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.