

**Garfield County**  
**Job Description**

<b>Title:</b>	<b>Animal Control Officer I &amp; II</b>		
<b>Department/ Office:</b>	Sheriff	<b>Reports to:</b>	Corporal
<b>Division:</b>	Patrol	<b>Pay Grade:</b>	Animal Control Officer I: 4 Animal Control Officer II: 5
<b>FLSA Status:</b>	Non-Exempt	<b>Driving Classification:</b>	Essential
<b>Supervision Exercised:</b>	None.	<b>Licenses/ Certifications:</b>	CPR/First Aid certification; valid driver's license.
<b>Minimum Education:</b>	High School Diploma or GED.		
<b>Minimum Experience:</b>	Animal Control Officer I: None. Animal Control Officer II: 1 year responsible animal control experience.		

**General Purpose:**

Enforce county and state laws pertaining to animal control; ensure that complaints are handled efficiently and effectively; educate the public in pet responsibility and ensure the protection and safety of animals and people in the County.

**Essential Functions:**

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

**Animal Control Officer I:**

Under close supervision, performs the following essential functions:

1. Responds to routine inquiries and complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries; maintains effective and efficient public relations when dealing with citizens.
2. Investigates violations of animal control ordinances and issue warnings or citations as required.
3. Investigates complaints of unwanted or escaped animals or those causing nuisances; captures and transports animals to the animal shelter.
4. Maintains normal availability by radio or telephone for consultations on major emergencies or routine Animal Control questions.
5. Carries out duties in conformance with Federal, state, county and city laws and ordinances.
6. Maintains contact with supervisory personnel to coordinate investigative activities, provides mutual assistance during emergency situations and provides general information about Animal Control activities.
7. Prepares daily, monthly, and annual reports of activities; prepares and maintains records.
8. Oversees the maintenance of county's shelter equipment including officer equipment; maintains inventory.
9. Participates in emergency rabies control programs and organizes rabies clinics.
10. Operates various equipment including assigned vehicle, animal capture equipment (traps, catch poles), radio, cellular phone, first aid equipment, self-defense weapons (spray, etc), baton, bite stick and computer.
11. Adheres to safe work practices and procedures.
12. Maintains all assigned equipment to ensure proper functioning.
13. Ensures that individuals and team meet goals and provide highest level of service.
14. Drives vehicle to perform one or more essential functions.
15. Performs other duties of a similar or related level as necessary or assigned.

**Animal Control Officer II:**

Under minimal supervision, performs the following essential functions:

1. Performs all essential functions of the Animal Control Officer I.

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2. Responds to more complex inquiries and complaints.
3. If applicable, provides leadership and oversight to the Animal Control Officer I in daily operations; promotes teamwork and professionalism.
4. Exhibits advanced knowledge and provides training and oversight of the Animal Control Officer I when necessary.
5. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

### **Job Qualifications:**

Must be at least 21 years of age; must submit to and pass pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; must pass background check.

### **Animal Control Officer I:**

#### **Knowledge of:**

1. Basic computer hardware and software applications.

#### **Ability to:**

1. Speak, read and write the English language.
2. Communicate effectively verbally and write clearly, accurately, concisely, legibly, and with correct English grammar, construction and spelling.
3. Demonstrate an aptitude for animal control work and a willingness to handle a variety of animals.
4. Learn basic animal control and care principles, processes, procedures and practices.
5. Learn to operate animal control equipment.
6. Learn and enforce pertinent Federal, state, and local laws, ordinances and Department rules and regulations.
7. Learn basic first aid.
8. Learn the geographical layout of the County.
9. Learn modern office processes and procedures.
10. Qualify with firearms in accordance with the Garfield County Sheriff's Office firearm policy.
11. Understand and carry out verbal and written instructions.
12. Observe, assimilate, remember, record and recall pertinent facts and details.
13. Prepare and maintain accurate and complete records.
14. Analyze problems and have the potential to rationally and calmly take appropriate action in both routine and non-routine situations; exercise good judgment and make sound decisions in a variety of circumstances.
15. Interact courteously with the general public; interact with various cultural and ethnic groups in a tactful and effective manner.
16. Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people and secure cooperation whenever possible.
17. Endure verbal and mental abuse when confronted with the hostile views and opinions of individuals encountered in an antagonistic environment.
18. Establish and maintain effective working relationships.
19. Maintain a high level of professionalism and confidentiality.
20. Work outside normal business hours.

### **Animal Control Officer II:**

#### **In addition to the knowledge required for Animal Control Officer I, knowledge of:**

1. Best practices in animal control.
2. Applicable Federal, state, and local laws, ordinances and Department rules and regulations.
3. Geographical layout of the County.
4. First aid methods and techniques.
5. Principles of record keeping and reporting.
6. Modern office processes and procedures.

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7. Relevant computer hardware and software applications.
8. Sheriff's Office Policy and Procedures.

### **In addition to the abilities required for Animal Control Officer I, ability to:**

1. Operate all animal control equipment.
2. Safely use firearms in accordance with the Garfield County Sheriff's Office firearm policy.
3. Understand and enforce laws pertaining to criminal activity.
4. Assume and carry out considerable responsibility within established guidelines with limited supervision.
5. Handle difficult and complex incidents following legal and procedural guidelines.
6. Plan and effectively present material to large and diverse groups of people.
7. Provide leadership, training and oversight in daily operations
8. Promote teamwork and professionalism in others.

### **Internal & External Contacts:**

#### **Internal Contacts:**

Frequently interacts with other Office employees.

#### **External Contacts:**

Frequently interacts with the general public; occasionally interacts with court personnel, law enforcement agencies and other organizations.

### **Physical Activities and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

#### **Required Physical Activities:**

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to taste, smell, run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 25 pounds. The employee is required to perform strenuous tasks requiring muscular strength and coordination is occasionally required to lift and/or move up to 100 pounds; is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is frequently required to stand or sit for an extended period of time without a significant rest period. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to lift, pull, bend or physically restrain a combative or injured citizen or animal to maintain order.

#### **Work Environment:**

Performing the essential duties of this job involves a significant chance of incurring a disabling or life threatening injury.

While performing the essential functions of this job, the employee is frequently exposed to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust. The employee is occasionally exposed to the possibility of bodily injury from electrical shock or mechanical hazard. The employee occasionally works in high, precarious places; and is occasionally exposed to toxic or caustic chemicals.

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The employee may come in contact with a member of the public or an animal by touching, controlling, sitting by, and riding with the individual or animal. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required. The job may require immediate response to criminal or medical emergencies where blood, body fluids or other medical hazards may be present.

The employee may be exposed to interactions with physically violent and/or mentally or emotionally disturbed persons and/or dangerous animals.

### **Required Travel:**

The employee is frequently required to travel throughout the County.

### **Computers and Other Equipment:**

Computer and relevant software applications; calculator; telephone system; pager; radio communication equipment; facsimile; postage machine; shredder; copier; firearms, animal capture equipment, spray, baton and bite stick.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.