

# **ANIMAL CONTROL OFFICER HEALTH DEPARTMENT**

## **General Statement of Duties**

The primary purpose of the Caldwell County Health Department's Animal Control Program is to safeguard the public health, safety and welfare by enforcement of state laws, rules, regulations and local ordinances pertaining to animal control and the operation of an animal shelter.

Under general supervision, performs semi-skilled work for the county in the enforcement of ordinances and statutes related to the control of animals and the operation of an animal shelter. Work involves capturing, confining and the euthanization of stray, diseased and dangerous animals. Employee is responsible for maintaining a clean and safe animal shelter and feeding, handling and providing custodial care to the animals in the shelter. Employee must exercise independent judgment and initiative in ensuring proper care for animals. Employee must also exercise tact, courtesy and firmness in frequent contact with animal owners and the general public. Employee is subject to the usual hazards and conditions of animal control work. Reports to the Animal Control Field Supervisor.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. Availability during emergencies and exercises is required.

## **Examples of Duties Performed**

- Enforces state statutes and local animal control laws, communicating to the public those ordinances related to keeping and caring for animals. Issues warnings and citations for violations of local and state animal control laws.
- Investigates cases of cruelty to animals, stolen dogs and the shooting of animals. Prepares written and oral reports involving contested cases. Creates, monitors and maintains case files, prepares search and seizure warrants, and testifies in court on behalf of Caldwell County.
- Patrols the county, investigating dog and cat bites, performs rabies control activities and impounds stray animals in accordance with state statutes and the Caldwell County Animal Control Ordinance.
- Attends trainings to maintain current knowledge in animal cruelty investigations.
- Destroys vicious, diseased and unclaimed animals using humane methods and transports animals for disposal. Surgically removes and packages animal heads, processes and prepares for shipment to the State Lab for rabies testing.
- Answers telephone and greets visitors. Receives inquiries and provides information or refers to appropriate personnel.
- Maintains county vehicle to ensure cleanliness and interior and exterior.
- Maintains accurate records of work activities and prepares routine reports.

## **Recruitment Standards**

### **Knowledge, Skills and Abilities**

General knowledge of county geography. Has general knowledge of safety practices concerning the handling of animals and in the use of equipment for this purpose. General knowledge of the duties and responsibilities of an animal control officer including general knowledge of animal control laws, rules and regulations. Is able to exercise initiative and independent judgment in applying laws and ordinances to work situations. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to understand and follow oral and written instructions and can communicate effectively orally and in writing. Has sufficient physical strength and agility to perform assigned tasks. Is able to maintain readiness to work on a 24-hour on-call basis. Good physical health and a valid NC state driver's license.

#### Minimum Education and Experience

Graduation from high school supplemented by additional technical training in animal control methods and procedures, and 1 to 2 years experience in animal control; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.