

**NEWTON COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ANIMAL CONTROL OFFICER/FIELD	CLASS CODE: 11
DEPARTMENT:	ANIMAL CONTROL	DATE: 08/01/2020
REPORTS TO:	SENIOR ANIMAL CONTROL OFFICER OR ANIMAL CONTROL DIRECTOR	

JOB SUMMARY:

This position is responsible for enforcing Newton County, Georgia animal control ordinances. The work involves responding to requests concerning stray, dangerous or injured animals, investigating complaints and operation of the animal control vehicle and animal control equipment. This position involves contact with a wide variety of both domestic and exotic animals as well as many species of wildlife including but not limited to animals that have attacked humans or other animals. This position also assists in maintaining the animals at the shelter, which includes feeding, vaccinating, medicating and monitoring the animals.

ESSENTIAL JOB FUNCTIONS:

Enforces animal control ordinances of Newton County. Including but not limited to animals at large, cruelty to animals, dangerous/vicious dogs and animal bites.

Advices the general public concerning the animal control ordinances and related laws.

Responds to calls regarding stray, dangerous, or injured animals and transports to the shelter or veterinary clinic as necessary.

Investigates complaints (including animal bites, dangerous/vicious animals and cruelty), gather evidence including photographs, interview witnesses, and prepare documentation for court.

Issues warnings and citations to animal owners found in violation of the Newton County animal control ordinance.

Completes paperwork, bite reports, data entry and incident reports.

Serves and responds to Court summonses as necessary and represents the Department in Court.

Serves on-call time to respond to emergencies involving animals; works nights, weekends and holidays as required to ensure coverage.

Maintains equipment used in capturing and securing animals including keeping animal control vehicle clean and in good repair; keeps record of location of set traps.

Humanely euthanizes animals in the shelter using established protocol.

Administer vaccinations, implant microchips and administer medications as needed.

Assists with office tasks, dispatch calls, animal adoptions and reclaims and collection of fees.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws and ordinances governing animal protection and control.

Knowledge of state, county and departmental policies, procedures and techniques of animal care and control.

Knowledge of effective and humane methods of capturing, containing and controlling domestic animals.

Knowledge of the geography of Newton County.

Knowledge of proper drug doses required to tranquilize and/or euthanize animals.

Skill in preparation, maintenance and data entry of records and documentation.

Skill in oral and written communication.

Skill in the use and operation of specialized equipment to capture and immobilize animal including: dart guns, traps, syringes, controlled substances, motor vehicle, two-way radio control pole, ASP baton and other animal care and control equipment.

Ability to deal professionally and courteously with the public.

Ability to operate a vehicle safely.

Working Conditions:

While performing the essential functions of this job the employee is regularly required to walk indoors and outdoors, sit at desk and in vehicle or equipment, stand for long periods of time, jump and run, reach with hands and arms; bend, crawl, crouch, kneel, stoop, and stretch, and to move and/or lift heavy animals or objects. Exposure to outdoor weather conditions, especially in hot and cold temperatures, humidity, rain, and sun, high precarious places, moving and/or mechanical parts, and potentially infectious diseases. Must be able to deal with and effectively control violent and/or rabid animals.

The incumbent's working conditions are typically loud due to barking dogs.

MINIMUM QUALIFICATIONS REQUIRED:

All candidates to fill a vacant position in this classification must submit to and pass a drug-screening test after meeting the following minimum requirements:

High school diploma or equivalent; and,

Six months of related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License.

Ability to obtain Euthanasia certification within one year of employment.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 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, temperature and noise extremes, hazardous materials, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, violence, disease, pathogenic substances, or rude/irate customers.

Newton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.