



## Baker County Board of Commissioners

Animal Control Officer - \$14.00 hour

### JOB OVERVIEW

This position reports to the Animal Control Director and is responsible for the enforcement of the County/City laws regarding stray, dangerous, nuisance and unwanted domestic animals, investigating complaints, patrolling assigned areas, capturing animals, and performing other duties related to animal control. This position requires you to work after hours, holidays and weekends.

### MINIMUM QUALIFICATIONS

- High School diploma or equivalent GED
- Able to lift 100 pounds
- Possession of a valid Driver License
- Must be able to work around animals
- Basic computer skills
- Customer service skills
- Must have, or be able to obtain, job related certifications within 1 year after successful probationary period (certificates listed below)
- Continuous education and recertification required every two years

### CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

### JOB REQUIREMENTS

- Some knowledge of Florida and Baker County animal care and control laws and ordinances pertaining to small and large animals
- Must obtain Animal Control Officer, Euthanasia Technician, and Chemical Immobilization certificates within 1 year after successful probationary period – continuous education and recertification required every two years
- Knowledge of animal drug use regulations, euthanasia programs, and biohazardous waste disposal
- Some knowledge in identification of animal diseases and health requirements
- Must not have any reactions or allergies to animals and/or various chemicals
- Ability to use animal handling equipment including specialized handling of dangerous or suspect rabid animals
- Ability to work under stressful conditions
- Ability to read and understand job related material
- Ability to follow written and oral direction
- Ability to communicate effectively both orally and in writing
- Ability to perform duties with little supervision
- Ability to control and move animals weighing up to 100 pounds
- Ability to use a computer and related software
- Ability to work effectively with co-workers, members of the community and Baker County Sheriff's department officers

## **OTHER RELATED DUTIES**

*Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.*

- Cleans animal kennels, cages, and shelter areas to provide a sanitary and disease-free environment
- Operates pressure cleaning equipment
- Provides food and water to animals
- Observes animals for signs of injury, sickness, and disease
- Inspects kennel areas for safety compliance and routine maintenance requirements
- Assists citizens by locating animals within the impoundment facility; resolving conflicts; providing information and education regarding Animal Services and animal laws and ensuring their safety within the facility
- Assists in the euthanasia program by escorting animals to designated areas and transporting deceased animals and waste products to disposal sites
- Assists in evaluating feral cats for euthanasia
- Coordinates animal quarantine for dangerous or suspected rabid animals according to state quarantine laws including, but not limited to, related paperwork and animal observation
- Picks up donated supplies from private and public agencies
- Supports the Department in mandated ESF-17 (Emergency Support Function 17) responsibilities in the event of a disaster or during an activation of the County's Emergency Operations Center
- Performs other related duties as required

***This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.***