

JOB SUMMARY:

Animal Control Officer

Position Opening:	26.25	Post Dates:	Open Until Filled
Classification Title:	Animal Control Officer		
Starting Hourly Rate:	Animal Control Officer I - \$17.51 Animal Control Officer II - \$19.57	<i>Pay is based on experience & education.</i>	
Location:	Police Department	<i>(Reports to Police Captain)</i>	
Term of Appointment:	Regular/Full-time		
Probationary Period:	One (1) Year		

Job Summary

Responsible for enforcing animal control ordinances and regulations, protecting public health and safety, investigating complaints involving domestic and wild animals, and promoting responsible pet ownership. This position performs fieldwork involving the capture, handling, transportation, and care of animals while providing education and customer service to residents. The Animal Control Officer works closely with law enforcement, veterinarians, animal shelters, and community members to ensure the humane treatment of animals and compliance with local, state, and federal laws.

Essential Tasks. Other duties may be required and assigned.

- Responds to calls and complaints regarding stray, injured, abandoned, nuisance, dangerous, or deceased animals.
- Captures, restrains, transports, and impounds domestic and wild animals using approved humane methods and equipment.
- Investigate animal cruelty, neglect, abuse, abandonment, bite incidents, and ordinance violations.
- Issues warnings, citations, notices of violation, and court documentation as authorized.
- Conducts patrols to identify and address animal control concerns throughout the community.
- Enforces local animal control ordinances and applicable state laws.
- Maintains accurate records, reports, citations, photographs, and evidence related to investigations and enforcement activities.
- Assists with quarantine procedures and investigations involving animal bites and potential rabies exposure.
- Coordinates with veterinarians, shelters, rescue organizations, and public safety agencies.
- Educates the public on responsible pet ownership, licensing requirements, vaccination requirements, and animal welfare practices.
- Performs kennel and shelter-related duties as assigned, including feeding, cleaning, and monitoring impounded animals.
- Operates animal control vehicles and equipment safely.
- Testifies in court regarding investigations, citations, and enforcement actions when required.
- Assists during emergency situations, disasters, evacuations, and public safety incidents involving animals.

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Knowledge, Skills, & Abilities Required

- Knowledge of animal behavior, care, handling, capture, restraint, transportation, and humane treatment practices for domestic and wild animals.
- Knowledge of local animal control ordinances and applicable federal, state, and local laws, including Georgia rabies control, dangerous dog, and animal cruelty statutes.
- Knowledge of public safety practices, investigative procedures, disease prevention methods, zoonotic diseases, and occupational safety standards related to animal control operations.
- Skill in safely capturing, handling, restraining, transporting, and impounding animals using appropriate equipment and humane methods.
- Skill in conducting investigations, gathering and preserving evidence, documenting findings, and preparing reports, citations, and court-related documents.
- Skill in operating animal control vehicles, capture equipment, communication devices, computers, and related technology.
- Skill in communicating effectively and professionally with the public, coworkers, law enforcement personnel, veterinarians, rescue organizations, and other stakeholders.
- Skill in resolving conflicts, de-escalating tense situations, and providing excellent customer service while maintaining professionalism and tact.
- Ability to work independently with minimal supervision while exercising sound judgment, initiative, and decision-making in routine and emergency situations.
- Ability to interpret and enforce laws, ordinances, regulations, policies, and procedures fairly, consistently, and effectively.
- Ability to establish and maintain cooperative and effective working relationships with internal and external stakeholders and represent the City in a professional manner.
- Ability to maintain composure, compassion, and professionalism in stressful, emotionally charged, or confrontational situations and testify effectively in legal or administrative proceedings when required.

Reports to:

Animal Control Supervisor

Physical Demands and Work Environment

Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Work is performed both indoors and outdoors and requires regular exposure to varying weather conditions, including extreme temperatures, rain, humidity, and other inclement weather. The employee may be required to respond to emergencies, after-hours calls, weekends, holidays, and special events as needed.

This position involves frequent exposure to animals that may be aggressive, frightened, injured, diseased, or otherwise unpredictable. The employee may encounter unpleasant odors, animal waste, noise, insects, hazardous materials, zoonotic diseases, and other environmental hazards associated with animal control operations. Frequent interaction with the public is required, including situations involving emotional, upset, or confrontational individuals, requiring professionalism, tact, and sound judgment.

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The employee must be able to walk, stand, bend, stoop, kneel, crouch, crawl, climb, and navigate uneven terrain for extended periods. The position requires the ability to safely capture, handle, restrain, and transport animals of various sizes and temperaments, lift and carry up to 50 pounds regularly and up to 100 pounds with assistance, operate animal control equipment and vehicles, enter confined spaces when necessary, and possess sufficient vision, hearing, and manual dexterity to conduct field investigations and perform essential job duties safely and effectively.

Certain preventative vaccinations may be required. is earn and apply City and State regulations governing animal control operations.

Tools and Equipment

- Animal traps and cages
- Catch poles, leashes, nets, muzzles, and humane restraint devices
- Personal protective equipment (PPE)
- Two-way radios and communication devices
- Computer, tablet, and mobile technology
- Cameras and evidence collection equipment
- Basic office equipment
- Cleaning and sanitation supplies

Minimum Qualifications

- High school diploma or GED.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Minimum one (1) year of experience in animal control, animal care, law enforcement support, veterinary services, shelter operations, or a related field.
- Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Completion of basic first aid and defensive driving training.
- Prior experience working with domestic animals, wildlife, or animal shelters.
- Working knowledge of City ordinances and State laws related to animal control (training provided upon hire).

Application must be completed in full to be considered.

This position requires pre-employment, post-accident, and random drug screening.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE