

Animal Control Officer - 4051

Primary Reason Why Classification Exists

To perform technical field work in the enforcement of animal control ordinances within the City of Newton

Distinguishing Features of the Class

An employee in this classification is responsible for enforcing city ordinances and North Carolina statutes related to the control and treatment of animals. Work also includes educating the public about animal control ordinances and serving as an informational resource providing information about adoption, care, and treatment of animals. This employee works under the immediate supervision of a sworn law enforcement official and work is evaluated through observation, review of records, and feedback from the public on effective public relations, and overall effectiveness of the animal services program.

Essential Duties:

- Responds to and investigates complaints regarding domestic animals and wildlife
- Patrols the streets for stray and/or unlicensed animals (including wildlife and agricultural animals when necessary), impounds them, and takes them to the animal shelter
- Investigates reports or complaints of animal bite reports, animals running at large, barking dogs, potential issues involving animal cruelty, reports of dead animals, and other related concerns; coordinates the handling of animals with the county health department and rabies staff
- Investigates and evaluates routine cases of alleged cruelty to animals and complaints of animals causing excessive noise
- Issues summons to those found violating animal control and protection laws, ordinances, and general statutes
- Rescues injured animals and/or performs field euthanasia of injured and sick animals as necessary by means of chemical injections or use of a firearm
- Prepares detailed investigative summaries for presentation in court and coordinates with prosecuting attorneys and witnesses for court testimony
- Prepares written reports of cases investigated
- Assists other law enforcement agencies with animal related problems including county health department, municipal fire and rescue agencies, and zoning enforcement offices
- Performs grounds maintenance duties at police complex and firing range
- Performs related work as required

Knowledge, Skills, and Abilities:

- Knowledge of local and state laws, ordinances, and regulations governing the control of animals and the protection of livestock and fowl
- Knowledge of the proper procedures for handling and examination of domestic and wild animals which may be diseased or aggressive
- Knowledge of basic animal care
- General knowledge of the geography of the City
- Ability to apply judgment, tact, and discretion when communicating with the public

- Ability to understand city ordinances and general statutes that apply to animal control
- Ability to follow oral and written instructions, complete required forms, and operate a municipal radio and City vehicle
- Ability to recognize rabies symptoms and apply standard procedures to actions taken

Physical Requirements

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required to express or exchange ideas. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for visual inspection involving small defects and/or small parts, operating motor vehicles, determining the accuracy and thoroughness of work performed, and observing general surroundings and activities.

Working Conditions

Employees in this class are subject to inside and outside environmental conditions, noise, vibration hazards, varying weather and atmospheric conditions with extreme heat and cold, rain and snow, and operating an automotive vehicle in traffic while patrolling the City. The employee may also be exposed to blood-borne pathogens, animal bites and diseases, and potential harm from animal owners. The employee is required to wear specialized personal protective equipment when apprehending animals.

Education and Experience:

Graduation from high school or GED equivalency and some prior experience in the care or handling of animals and/or code enforcement work

Special Requirements

- Valid North Carolina driver's license
- Certified in first aid and CPR

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.