

Animal Control Officer I

Title: Animal Control Officer I	FLSA Status: Non-exempt	Supervisory Responsibilities: No
Reports to: Police Sergeant	Department: Police	Date Created/Last Evaluated: June 2023
<p>Summary Performs responsible semiskilled work in the enforcement of the City of Lexington animal ordinance and investigates animal bites, and complaints.</p>		
<p>Qualification Requirements To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Combination education and experience equivalent to graduation from high school and some experience in the care of animals; and • Valid NC driver's license valid and good driving record. 		
<p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • General knowledge of the laws, ordinances and regulations governing the control of dogs and the protection of livestock and fowl; • General knowledge of the controlling and handling of dogs and other animals; • Ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; • Ability to solve problems within the scope of responsibilities; • Ability to make arithmetic computations using whole numbers, fractions, and decimals; • Ability to work regularly; • Ability to communicate effectively both orally and in writing; • Ability to establish and maintain effective working relationships with associates, subordinates, management, and the general public; and • Ability to contribute to a welcoming and inclusive workplace through positive contributions, supporting a culture of respect, and valuing the differences and efforts of all team members. 		
<p>Supervisory Responsibilities N/A</p>		
<p>Essential Functions</p> <ul style="list-style-type: none"> • Patrols public areas looking for potential signs of distressed animals and working directly with citizens concerning animal control issues; • Responds to calls from citizens about stray animals, barking dogs, animal welfare and vicious animals; • Investigates reports of animal attacks or animal cruelty, interviewing witnesses, collecting evidence, and writing reports; • Locates, captures and transports abandoned and stray dogs and other animals; • Prepares reports and maintains appropriate records; • Appears in court on a variety of cases involving enforcement of Animal Control Ordinances; • Educates the public regarding animal laws and proper care of animals. Occasionally requires working into the early evening to attend community meetings; and • Acts as liaison between the Police Department and the Davidson County Health Department. 		
<p>Physical Demands This is medium work requiring the ability to exert up to 50 pounds of force to move objects. Requires sitting and ability to use hands to handle, control or feel objects, tools, or controls. Worker must be able to climb, stoop, crouch or crawl, reach in any direction with the hands and arms. Visual acuity is required for preparing and analyzing written or computer data, operation of machines and motor vehicles, and observing general surroundings and activities even in low light conditions. Hearing is required to perceive detailed information through oral communications and to make fine distinctions in sound.</p>		
<p>Work Environment The employee may be subject to adverse environmental conditions including inclement weather and very hot or very cold temperatures. Includes exposure to noise levels which at times may be distracting or uncomfortable. At times the worker may be subject to hazards associated with working in proximity to moving traffic. Work includes potential exposure to animal bites and scratches. Works with animals, including flea and tick infested areas and dead or diseased animals. Includes conflict situations and may require dealing with unpleasant, angry, or discourteous people. Some mental effort is involved which could result in inconvenience and frustration.</p>		
<p>Safety Sensitive This position may be considered safety sensitive under the Drug and Alcohol Free Workplace Policy.</p>		
<p>PreWork Screening and WorkFit Screening Worker is subject to PreWork Screening (Background Check and Drug Screening) and WorkFit Screening (Physical Fitness Screening).</p>		
<p>Special Requirements N/A</p>		
<p><i>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.</i></p>		