

Animal Control Officer III

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| Title: Animal Control Officer III | 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"> • Graduation from high school or GED; • Considerable experience in the care of animals; • Valid NC license and good driving record; • Five years' experience as an Animal Control Officer at the Lexington Police Department or equivalent experience with another animal control agency; • Successful completion of Safe Capture/Chemical Immobilization of animals training; • Current Animal Services Training Certification in good standing; • Current Animal Control and Humane Officer Certification in good standing; and • Current Animal Control Investigator Certification in good standing. | | |
| <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • A bachelor's degree | | |
| <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Advanced knowledge of the laws, ordinances and regulations governing the control of dogs and the protection of livestock and fowl; • Advanced 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 investigate, photograph, and identify evidence pertaining to animal cruelty cases; • 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 for all, and valuing the differences and contributions 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; • Acts as liaison between the Police Department and the Davidson County Health Department; • Participates in training sworn police officers in the duties of animal control for the City of Lexington; and • Lead thorough investigations of animal cruelty, abuse, neglect, and other complaints of animal welfare. | | |
| <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, 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> | | |

Safety Sensitive

This position may be considered safety sensitive under the Drug and Alcohol Free Workplace Policy.

PreWork Screening and WorkFit Screening

Worker is subject to PreWork Screening (Background Check and Drug Screening) and WorkFit Screening (Physical Fitness Screening).

Special Requirements

N/A

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.

* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.
