

CLASS CODE: 310700
PAY GRADE: 18
UNIT: AFSCME Paraprofessional
FLSA: Non-Exempt

ANIMAL CONTROL OFFICER

Distinguishing Features of the Class:

Under general supervision, performs various animal control duties in the enforcement of animal control laws and regulations.

Illustrative Examples of the Work:

1. Investigates animal bite complaints, interview victims and animal owners and delivers animals to a holding facility.
2. Maintains a constant vigilance for potentially dangerous animals at large and apprehends and delivers stray, injured or dead animals to a holding facility.
3. Issues verbal warnings and authorizes written notices to violators of animal control laws; assists law enforcement personnel in accessing property ; sets traps, uses catch poles, nets; may operate a tranquilizer gun to protect public safety.
4. Prepares and delivers specimens to the diagnostic lab.
5. Maintains weekly time records, logs and animal control reports.
6. Advises, informs and counsels the general public regarding animal control laws and Polk County Board of Health policies.
7. Performs preventive maintenance on animal control vehicles; cleans and inventories supplies and equipment.
8. Performs related duties as may be required.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the careful dealing with animals in various stages of different behavior.
- Knowledge of routine vehicle maintenance.

- Knowledge of laws and regulations governing the licensing, control, quarantine and impounding of animals.
- Knowledge of procedures for chemical immobilization of animals.
- Ability to effectively negotiate and communicate with persons who are in a distressed state.
- Ability to lift, move and control large animals weighing up to 150 pounds.
- Ability to effectively use tranquilizer guns.
- Ability to safely operate animal control vehicles and all related equipment.
- Ability to keep accurate/concise records.
- Ability to obtain/maintain a valid motor vehicle operator's license issued by the State of Iowa.
- Ability to work independently at all hours of the day or night.
- Ability to work dependably with other agencies in completing tasks.
- Ability to exercise good judgment in completion of required tasks.
- Ability to establish/maintain a satisfactory relationship with other employees, law enforcement officials, Animal Rescue League staff, and the general public.
- May be required to take rabies shots on a periodic basis to reduce risk of rabies infection.

Training and Experience:

- One or more years of experience and/or training in animal behavior, caretaking or a related field that will have provided the required knowledge, skills and abilities.

Special Requirement

- Must successfully pass Polk County training course.
- Work is subject to call out for emergencies and after hours on a 24 hour, seven day a week basis. Employee must be able to report to duty within a 30-minute time period under normal driving conditions.
- Must carry a pager or cell phone when on/off duty
- Work requires acts of physical endurance and agility.
- A criminal background check may be required.

Adopted: 7/1/86
Revised: 10/27/08