

## **ANIMAL CONTROL OFFICER II**

### Nature of Work

This is responsible work in enforcing animal control laws, regulations, and ordinances.

Work involves responsibility for the operation of an animal control truck and catching animals that are in violation of established animal laws and regulations. Work also involves the impounding of animals and maintaining them in the animal shelter. An employee of this class is exposed to an element of personal danger and has considerable contact with the public. Work is performed under the direction of the Animal Control Officer.

### Illustrative Examples of Work

- Performs tasks related to the enforcement of animal control laws; issues verbal and written warnings to violators.
- Answers calls and patrols the City to capture and impound stray animals; picks up dead, injured, or unlicensed animals.
- Feeds and cares for animals in the shelter; cleans and maintains the shelter.
- Handles complaints regarding stray animals; explains animal laws and regulations to the general public.
- Collects fines and fees for impounded animals; prepares and maintains necessary records and reports.
- Investigates animal bite cases and follows proper procedure dealing with the animal according to rules, laws, regulations, and ordinances.
- There is the potential to be called to respond to an animal control situation outside of normal business hours so must be able to be reached by phone at all times.
- Performs related work as required.

### Desirable Knowledges, Abilities and Skills

- Knowledge of the licensing laws, ordinances, rules and regulations pertaining to animal control.
- Knowledge of the care and characteristics of domestic animals.
- Knowledge of city roads and street addresses.
- Ability to deal tactfully and effectively with the public.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to prepare and maintain routine records.
- Skill in the operation of animal control equipment.

## **Desirable Training and Experience**

Graduation from a standard high school, successful completion of GED, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job will be considered. Ability to obtain a valid Tennessee Driver's License is required. Some experience in working with animals is preferable. (Res. #1488, 09/01/11)