

JOB DESCRIPTION
Essex County, VA

Job Title	Deputy Animal Control Officer
Department	Tappahannock/Essex County Animal Shelter
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Animal Shelter Manager
Supervises:	May provide advice to Animal Care Technician or instruct Volunteers

JOB SUMMARY/PURPOSE

This position performs responsible work in caring for animals housed at the animal shelter, maintaining a safe and sanitary facility for animals and people in accordance with all applicable statutes, ordinances, and regulations. This position shall coordinate with the public when reclaiming, adopting process, or admitting animals and is responsible for promoting responsible pet ownership in conversations with customers. This position provides back-up support to the Animal Control Officer and serves as Animal Control Officer in his/her absence once certified. The Deputy Animal Control Officer is responsible for investigating complaints, capturing stray animals as well as caring for and maintaining animals in the shelter; and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides support to the Animal Control Officer and performs animal control duties as required in the absence of the Animal Control Officer;
- Investigates complaints of about animals in danger, strays, and picks up animals running loose or in danger, take animals to Veterinarian;
- Answers questions about the adoption process and/or specific animals, and assists customers in reclaiming their animals, or in completing adoption applications;
- Assists with the intake of animals ensuring to ensure accurate records are maintained;
- Communicates with the general public regarding proper animal care, wildlife problems and animal control regulations;
- Assists customers who are seeking lost pets and those interested in adopting;
- Prepares and maintains necessary reports and records, especially adoption papers;
- Performs duties related to the daily care of Shelter animals including cleaning and disinfecting of the animal holding areas and walkways;
- Performs continual maintenance and housekeeping duties including minor repairs and upkeep of the Shelter workrooms and public areas;
- Assists in performing health and behavior evaluations on individual animals;
- Monitors visitors to the Shelter to ensure the safety of citizens and animals;
- Handles all duties assigned to Animal Care Technician;

- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with animal control regulations and works toward obtaining and maintaining ACO certification;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma plus two year of experience with animals or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. The incumbent must demonstrate some knowledge, skills and abilities necessary to identify signs of animal illnesses, diseases and injuries, as well as animal species, breeds, ages, and sexes.

Licenses or Certificates:

- Animal Control Officer Certification within two (2) years of hire
- Valid Virginia Driver's License

Knowledge, Skills and Abilities:

- Some knowledge of the purpose and functions of animal control programs;
- Some knowledge of the functions and responsibilities of the Tappahannock-Essex County Animal Shelter;
- Knowledge of and ability to learn the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the Tappahannock-Essex County Animal Shelter and Animal Control Regulations;
- Some knowledge of various breeds of dogs, cats and other domestic animals;
- Some knowledge of normal and abnormal animal behavior, and symptoms of animal abuse;
- Some knowledge of various equipment, materials and specialty items used in animal care and control procedures;
- Knowledge of occupational hazards and the ability to conform to safety precautions and procedures related to animal transportation and care;
- Ability to handle and transport animals safely and securely;
- Ability to read and interpret various materials pertaining to the responsibilities of Animal Control Regulations and Animal Care;
- Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through constant contact and cooperation;
- Ability to deal courteously, yet firmly and effectively with the public;
- Ability to use independent judgment and discretion in determining procedures, setting priorities, maintaining standards and resolving problems.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X	X	
Work in high, precarious places	X			
Work with chemicals-cleaning products			X	
Work with fumes or airborne particles			X	
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, cleaning equipment, disposal equipment of animal feces, laundry equipment, control poll, snare			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
Smelling animals for concerns		X		
Bending, pulling, pushing			X	
Other-Driving Van		X		
Other-handling animals, chasing animals, cleaning cages				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic) Barking				X
Very Loud (jack hammer work)	X			

Vision requirements

Close vision (i.e. clear vision at 20 inches or less)

Distance vision (i.e. clear vision at 20 feet or more)

Color vision (i.e. ability to identify and distinguish colors)

Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)

Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

