

Shelby County Fiscal Court

POSITION DESCRIPTION

POSITION TITLE:	Animal Control Officer	DEPARTMENT:	Animal Shelter
CLASSIFICATION:	Protective Services	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$14.50 to \$20.50/hour	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Animal Control Supervisor

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

Under general direction of the Animal Control Supervisor this position is responsible for impounding stray dogs and cats, maintaining the animal shelter in a clean and sanitary condition giving dogs/cats humane treatment. Performs manual activities related to animal control as necessary. Performs related work as required pursuant to KRS 258.135.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Enforces county and state laws/ordinances.
2. Must pick up stray animals.
3. Provide food and water to the animals daily.
4. Investigation of cruelty to animal claims.
5. Track court cases related to ordinance violations.
6. Euthanize animals as warranted a necessity upon approval by the County Judge Executive.
7. Assist other county agencies as needed with the county operation of animal control.
8. Participate in opportunities to educate the public on animal population control and human care for animals.
9. Compile needed monthly reports.
10. Unload and tag animals coming into the shelter.
11. Clean and sanitize the animal shelter inside and out.
12. Sell animal licenses as requested.
13. Other related duties as required by the Animal Control Supervisor.

QUALIFICATIONS

EDUCATION/CERTIFICATION/LICENSING REQUIRED:

- Graduate from an accredited High School or GED equivalency
- Valid Kentucky Driver's License
- Euthanasia Certification or obtain within 6 months of employment
- Ability to lift up to 100lbs. on regular basis

EXPERIENCE REQUIRED:

- 1 to 2 years' experience dealing with animals

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Local, State and Federal Regulations applicable to the program.
2. Ability to maintain confidential information and exercises professional judgment.
3. Ability to deal with the public, government officials and other agencies professionally.
4. Ability to organize and administer the agency programs.
5. Ability to communicate orally and in writing.
6. Ability to react quickly and competently in an emergency situation.

CONDITIONS OF EMPLOYMENT:

- Must be 21 years of age pursuant to KRS 258.195
- Participation in KPPA (Kentucky Public Pensions Authority) – Non-hazardous
- Participation in Payroll Direct Deposit Program
- Pre-Employment Criminal Background Check
- Pre-Employment Drug Screen
- Motor Vehicle License Background Check

WORKING CONDITIONS PHYSICAL EFFORT:

- The majority of work is performed outdoors in various settings and weather conditions.
- Opportunity exists to deal with viscous and aggressive animals.
- Opportunity exists to deal with animal owners.

OVERTIME REQUIREMENTS: Non-exempt

AVAILABILITY: Regular Shift but may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.