

**POSITION DESCRIPTION
COUNTY OF FRANKLIN, INDIANA**

POSITION: Small Animal Control Officer
DEPARTMENT: Animal Control
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: October 1996

STATUS: Full-time

DATE REVISED: January 2010

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Franklin County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Small Animal Control Officer for the Animal Control Department, responsible for capturing and caring for wild/stray and all small animals in the county, including, but not limited to, dogs and cats.

DUTIES:

Receives radio dispatches and/or telephone calls, including, but not limited to, cats and dogs throughout the county and transports to shelter to serve residents of Franklin County.

Maintains cleanliness of kennel, including sweeping, mopping, washing cells and removing trash.

Administers euthanasia to unclaimed sick, vicious, and/or diseased animals in a reasonable time, and ensuring proper disposal of remains.

Maintains accurate records as required, such as impoundment/euthanasia, number of animals at the shelter, medication on hand and used, food on hand, condition of the shelter and grounds, condition of vehicles and gas used and all maintenance records for vehicles. Processes related reports and submits to County Commissioners.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Working knowledge of animal control ordinances, and ability to capture and properly handle small animals of varying temperaments and health conditions.

Working knowledge of County geography, and radio frequencies, codes, procedures and limitations.

Ability to effectively communicate orally and in writing with co-workers, other County personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to perform the essential duties of the position, including sitting and/or driving for long periods, standing/walking, running, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending at waist, handling/grasping and fingering objects, far vision and hearing communication.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carryout written or oral instructions and present findings in oral or written form.

Ability to regularly work weekend hours, and occasionally work extended and/or evening hours.

Ability to serve on 24-hour call for emergencies.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide range of duties according to accepted practices and procedures of the Department and local ordinances. Independent judgment is required in determining the best procedures and methods to apply to individual situations within general guidelines provided. Incumbent performs duties according to customary routine and receives moderate supervision. Work is reviewed to ensure compliance with accepted practices and procedures for the care of animals and with local ordinances. Errors in judgment or performance could lead to the death of an animal and injury to self and/or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with Department superiors and co-workers, pet owners, and members of the general public for the purpose of receiving and reporting daily activities, explaining ordinances, and giving presentations on proper animal care and safety.

Incumbent reports directly to Board of County Commissioners.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a vehicle and outdoors involving sitting and/or driving for long periods, standing/walking, running, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, crouching/kneeling, bending at waist, handling/grasping and fingering objects, far vision and hearing communication. Incumbent is frequently exposed to hazards associated with capturing wild and/or diseased animals, such as bites and scratches, adverse weather and extreme temperatures. Incumbent must follow safety precautions at all times to avoid injury to self and others.

Incumbent serves on 24-hour call for emergencies, regularly works weekend hours, and occasionally works extended and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Small Animal Control Officer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name