



# Jackson County Board of County Commissioners

## Position Description

<b>Job Title:</b>	Animal Control Officer	<b>Reports To:</b>	Public Works Director
<b>Department:</b>	Public Works Department	<b>Supervisory (Y or N):</b>	N
<b>Location:</b>	Road and Bridge Facility	<b>Retirement:</b>	Regular Class
<b>Annual Salary:</b>	\$22,237.00 - \$31,350.00	<b>Position Type:</b>	Full-Time

### Job Description

#### ROLE AND RESPONSIBILITIES

This is a field and office work in the enforcement of the Jackson County Animal Control ordinances. The position will also comply with the requirements of applicable Florida law, including Florida statute, section 828.30. Duties require the use of caution in handling and transporting animals for impounding. Work is subject to citizen complaint and is evaluated for proper application of policies and regulations. Work is performed under general supervision of the County Administrator.

#### ESSENTIAL JOB FUNCTIONS

1. Screens complaints establishes priorities for each day's operations.
2. Responds to dispatch directives and locates reported stray animals.
3. Attempts to locate animal owners and obtain information necessary to satisfy complaint and ensure regulations are enforced.
4. Delivers animals to designated facilities for care and boarding or disposition.
5. Advises citizens on responsibilities of animal ownership.
6. Issues warning notices and citations to owner(s) of animal(s) when animal control ordinance has been violated.
7. Initiates court action on ordinance violations.
8. Obtains necessary information incase of animal bites, advises all parties on proper procedure.
9. On-call for emergencies.
10. Performs related work as required.

Duties may include, but are not limited to the following:

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must have a high school diploma or its equivalent. Experience in animal control. Must have and maintain a valid Florida driver license. Must be certified, or able to be certified, in the use of chemicals for euthanasia. Certification: complete of 40-hour training course approved by Florida Animal Control Association.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of County and State animal control regulations.
- Knowledge of humane methods of capturing and handling animals.
- Knowledge of the road and networks of Jackson County.
- Knowledge of the operations of a two-way radio.
- Ability to communicate tactfully and courteously with the public and handle emergency situations.
- Ability to drive a pickup truck and operate related equipment.
- Ability to work with and supervise inmates.



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- Ability to analyze situations to solve problems, to enforce the law with firmness and impartially and to follow specified procedures.

### ADDITIONAL REQUIREMENTS

**Physical Requirements:** Must be able to lift up to sixty pounds; walk, run, stand, stoop, bend, push, pull, and crawl. Must have good hearing and vision.

**Data Conception:** Requires the ability to compare and/ or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/ or signal people to convey or exchange information. Includes receiving instructions, assignments and/ or directions from superiors.

**Language Ability:** Requires the ability to read correspondence, reports forms, meters, etc.

Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or form standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, The ability to follow oral and/ or written instructions. Must be able to communicate effectively and efficiently in standard English. Must follow all personal safety instructions and use of personal safety devices that apply to each job function.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs, ratios and proportions.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using mechanical equipment and machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing calmly under stress and when confronted with persons who are acting under stress. Must be able to perform multiple tasks with simultaneous demands under conditions of stress.

**Physical Communications:** Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

### For County HR Use Only

Check all that apply:

**Standard Prescreen for Hire:** Uniform Allowance  Physical  Drug Screening  Re-screening

**Security Check:** No Security Screen Required  Background Investigation  Required Background & Fingerprint Required  Fingerprint Investigation Required  Access to Abuse Records  Caretaker  Financial  Corrections  Management  Sensitive  County Security Check  **Other:**

Reviewed By:

Date:

[Click here to enter a date.](#)



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## Position Description

Approved By:		Date:	<a href="#">Click here to enter a date.</a>
Last Updated By:		Date/Time:	
<p><b>The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.</b></p>			
Incumbent Signature (optional):		Date:	
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>		Title:	Date:
Supervisor's Signature:		Title:	Date:
Approval of Reviewing Authority: (Department Director)		Title:	Date:
Approval of Agency Personnel Officer:		Title:	Date: