

**DAVIESS COUNTY FISCAL COURT**  
**Job Description**

**Job Title:** Animal Control Officer

**Department:** Animal Control

**Reports To:** Director

**FLSA Status:** Non-exempt

**Prepared Date:** March 2004 (Removed CDL Requirement)

**Summary:** Investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Cleans Animal Shelter daily.

Responds to public concerns by investigating violations of animal control laws during operating hours and after operating hours when on call to include nights and weekends.

Enforces Kentucky Revised Statutes 258 and Kentucky Administrative Regulations Chapter 5.

Maintains positive public relations for the Animal Shelter.

Observes areas of alleged violations and interviews available witnesses to determine if laws are being violated.

Informs persons perpetrating inhumane acts of laws and penalties for violations.

Issues citations relating to animal control violations.

Aids animals in distress by feeding starving animals and freeing trapped animals.

Removes animals from inhumane conditions and drives vehicle to transport animals to shelter for treatment and care.

Inspects establishments housing or exhibiting animals to ascertain compliance with humane laws.

Writes reports of activities.

Patrols areas within the county to detect violations of animal control ordinances and regulations; responds to incidents that include stray animals, animal bites, noise complaints, animal cruelty.

May use tranquilizer guns to subdue vicious and fractious animals and transport captured animals to animal shelter or an animal hospital.

Investigates incidents involving animal cruelty, animals bites, and animal nuisances reported by members of the public; interviews complainants, victims, and witnesses in order to collect

information on possible violations of animal control laws, ordinances, and regulations; identifies, collects and preserves evidence pertaining to investigations of animal cruelty; identifies the owners of animals that are subject to investigations.

Inspects pet shops, grooming shops, dog schools and dog and cat fanciers to ensure that animals are handled in accordance with applicable ordinances and regulations.

Performs euthanasia on injured, sick, dangerous or unwanted animals by means of lethal injection; calculates dosage requirements for euthanasia procedures according to the weight of the animal.

Testifies in court and at hearings on the enforcement of animal control citations and other related matters.

Supervises state prisoners, court referral workers and volunteers assigned to the animal shelter as necessary.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

**Licenses:** Valid Kentucky Drivers License; required to be certified in the euthanization of animals after completing probationary time.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is regularly required to use hands to finger, handle, feel, climb, or balance, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.