

Seminole County

Classification Description

Classification Title: Animal Services Officer

Class Code: 3006

EEO Code: D

FLSA: Non-exempt

Revision Date: November 2009

General Statement of Job

Enforces County Ordinances relating to animals. Investigates allegations of animal nuisance, animal bites, and animal cruelty. Handles, captures, and impounds of all types of animals (domestic, wild, livestock, venomous and non-venomous reptiles, sick/injured, aggressive, and deceased). Performs on-call duty for after-hours priority calls and natural disaster. Assists Law Enforcement, Fire/Rescue, and other agencies with animal issues such as house fires, drug raids, animal owner death/crime scenes, traffic accidents, livestock loose on roadways, etc. Prepares written reports, issues citations, and attend court on behalf of the County and state attorney.

Essential Functions

Essential Functions: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Works an assigned area of the County and engages in the capture and impoundment of animals. Performs on-call duty for emergency calls after hours. Picks up carcasses of animals and disposes of them in the prescribed manner.

Investigates animal bites and enforces animal quarantine laws. Investigates animal nuisance complaints and impounds such animals, which have been abandoned or are in violation of the Animal Control Ordinance. Issues warning citations and Notice to Appear citations to owners of animals in violation of the laws, rules, and regulations established by the State of Florida and/or Seminole County.

Additional Duties:

Must be available to work holidays, weekends, and during emergency response operations. Required to be on call and available to respond after hours, as necessary, when responsible for pager duty.

Acts as a witness or plaintiff on behalf of the County, as necessary. Prepares various written reports, as required.

Minimum Qualifications

Completion of high school/GED and 1 year of experience, or equivalent combination of education and experience. Certification as an animal control officer within one year of employment.

Special Requirements

Knowledge of laws and regulations regarding animal control. Knowledge of techniques utilized in the safe capture of all animal species. Knowledge of the geographical road system of Seminole County.

Ability to establish and maintain good relations with the general public. Ability to communicate effectively, both orally and in writing.

Skilled in handling all species of animals that may be vicious or dangerous without injury to self, others, or animals.

Technical Requirements

Must possess and maintain a valid Florida Class "E" Driver's License.

Must be inoculated against rabies prior to completion of probationary period. Must successfully complete the Florida Animal Control Officer Certification Course within one (1) year of employment.

Working Conditions

This position may often work outdoors in all weather conditions. This position has high exposure to dust, dirt and animal hair in the work environment. This position may work in areas with slippery or uneven surfaces. This position will drive a County vehicle to perform duties. The physical requirements for this position include duties that require standing, walking, bending, crouching, stooping and lifting. This position may be required to lift objects weighing in excess of fifty (50) pounds. This position must carefully follow safety requirements.