



Salt Lake County Job Description

Animal Control Officer

DEPARTMENT: Public Works

DIVISION: Animal Services/4100

JOB CODE: 693 **GRADE(S):** 12

FLSA STATUS: Non-Exempt

SAFETY SENSITIVE: Yes

EFFECTIVE DATE: 07/27/2015

JOB SUMMARY

Enforces County and Contract city ordinances governing the care and control of animals. Patrols assigned area(s), captures and impounds animals, investigates and resolves public complaints, and maintains appropriate records.

MINIMUM QUALIFICATIONS

Three (3) years experience in field closely related to these duties or an equivalent combination of related education and experience.

Must possess a valid Utah Drivers License on hire date to operate a Salt Lake County vehicle.

This position is part of a 21/23/25 career ladder. In order to advance in the career ladder, incumbents must meet identified criteria and have time worked as a Salt Lake County Animal Control Officer.

ESSENTIAL FUNCTIONS

Any one position in this classification may not perform all of the duties listed below, nor do the listed duties include all of the duties which may be found in positions of this classification. Depending on the area of assignment, duties may include, but are not limited to, the following:

- Receives and responds to animal-related calls by utilizing 2-way radio communication, in-vehicle computer system and related software.
- Operates a medium-sized vehicle to patrol assigned area(s). Routinely checks for unlicensed or unvaccinated animals. Licenses animals in the field and collects license and/or delinquent fees, and other fees such as on-site impounds and animal turnover following County policy.
- Investigates complaints of animal cruelty and determines the appropriate course of action, such as providing owner education, removing the animal, or other actions.
- Issues verbal warnings, civil and criminal citations for violations of the animal control ordinances.
- Locates, apprehends and impounds animals that are stray, abandoned, rabid, in distress and/or dangerous by safely utilizing a variety of tools and techniques. Observes and evaluates the condition of animals, provides basic first-aid, and transports injured/sick animals to veterinary facilities. Performs humane euthanasia to prevent pain and suffering of severely injured/sick animals.
- Responds to and resolves nuisance complaints by educating animal owners and complainants about animal control ordinances, and providing advice.
- Investigates complaints of animal bites, places animals under appropriate quarantine and delivers bite specimens to labs for suspected rabies.

- Maintains computerized and paper-based logs of all daily activities. Completes animal identification and tracking forms, documents action taken on all cases, writes reports, performs data entry and updates records of recurring violations.
- Participates in court proceedings. Interviews witnesses and provides the District Attorney with pertinent information. Testifies in court as necessary.
- Maintains assigned vehicle and equipment, and disinfects animal transportation cages.
- Assists in training new officers and provides performance feedback to supervisors.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Practices of humane apprehension and care of animals.
- Physical and behavioral characteristics of animals.
- Humane and safe procedures for animal euthanasia.
- Related computer hardware and software.

Skills and Abilities to:

- Communicate effectively, both verbally and in writing.
- Effectively negotiate with emotionally upset or hostile animal owners or complainants.
- Operate animal control vehicles and all related equipment.
- Prioritize, organize and carry out work assignments.
- Read, interpret and implement animal control ordinances.
- Learn and implement County and Contract city ordinances and laws.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Sitting, standing, crawling, kneeling and walking for extended periods and occasional running. Sufficient stamina to restrain animals for extended periods of time. Lifting, carrying, pushing and pulling loads of 25 – 75 pounds on a regular basis and occasionally up to 100 pounds without assistance.

Regular exposure to animals that may bite, kick, scratch or be diseased (including rabies), as well as fur, dander, unpleasant odors, loud noises, exposure to unsanitary conditions, dust, gases, and chemicals. Work is performed in all types of weather. Sufficient manual dexterity and eye-hand coordination is required to operate special animal handling equipment.

IMPORTANT INFORMATION REGARDING THIS POSITION

Incumbents are required to participate in a rotating on-call schedule, which may include nights, weekends and holidays.

Revised date: 07/27/2015 AB