



GRAND TRAVERSE COUNTY, MI ANIMAL CONTROL OFFICER JOB DESCRIPTION

Title:	Animal Control Officer
GENERAL SUMMARY <p>Primary functions of the job are to provide high quality animal control services through compassion, education, and enforcement of state and local laws and regulations governing the licensing, quarantine, impoundment and control of animals, and related duties as required.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>Incumbents in this position may be required to work irregular hours, work on weekends and respond to emergencies. Incumbents may also be required to travel using their own vehicle and/or a County vehicle.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) <ul style="list-style-type: none">• Responds to citizen complaints and provides necessary follow up or referral to proper authorities and/or education.• Works with community pet owners and others to support proper and humane treatment of animals.• Ensures compliance with applicable laws and ordinances including the State Dog Law of 1919 and the Grand Traverse County Animal Control Ordinance.• Works with designated animal shelter(s), veterinarians and law enforcement to deal with sick, deceased, injured, and healthy domestic animals found at large.• Investigates animal bite incidents, including rabies, and prepares specimens for rabies testing in compliance with health regulations.• Inspects dog kennels for licensing purposes.• Participates in court activities relating to animal control.• Collaborates with law enforcement and Prosecuting Attorney's Office to investigate and enforce animal laws.• Educates the public on proper care and treatment of animals and licensing requirements.• Prepares and maintains a variety of records and reports related to operational activities and actions.• Maintains vehicles utilized in daily activities and other animal control equipment.	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements) <ul style="list-style-type: none">• High School Diploma or G.E.D• One to two years of experience working with animals preferably experience working with animals in distress.	
CERTIFICATIONS, LICENSES (minimum requirements) <ul style="list-style-type: none">• Ability to obtain Animal Control Officer Certification within 90 days from start date or be an existing law enforcement officer.• Requires a valid driver's license and may require personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.	
CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.) <ul style="list-style-type: none">• Must pass a physical, educational, mental and moral fitness examination(s) as provided by the County.	



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A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Errors at this level could potentially lead to the loss of life or major harm or life impairment. Work involves consistent interaction with the public.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, fumes or airborne particles, infectious diseases, criminal suspects.
- May occasionally be required to lift/move over 100 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of the safe handling, feeding and general welfare of animals
- Some knowledge of the county roads and street addresses
- Knowledge of self-defense techniques
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with the public, co-workers, and representatives of other agencies.
- Ability to explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to compile, organize and maintain large quantities of information (written and non-written), documents, and files
- Ability to maintain composure during stressful situations
- Ability to safely handle potentially dangerous and/or injured animals
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently