



Job Title:	Animal Control Officers
Reports To:	Animal Control Supervisor/ Director
Terms of Employment:	Full-time
Hours Work:	7:00 – 4:00

Job Summary:

The primary function of the Animal Shelter Control Officer is to maintain a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals. Job duties include handling, training, caring, feeding and cleaning of kennel areas. Applicants must be compassionate, willing to learn and able to comply with physical demands below.

Essential Functions:

- Provide adequate food and water to shelter animals
- Monitor animals and immediately report health or behavior abnormalities to Animal Control Director
- Perform animal bathing and basic grooming
- Capturing and impounding stray or dangerous animals
- Create and maintain necessary animal records and incident reports
- Walk dogs and rotate to outside play areas
- Transport animals for veterinary care or surgery as needed
- Able and willing to work holidays and weekends as needed
- Investigate cases of animal cruelty.
- Assist with expert testimony with court cases.
- Enforcing licensing laws and regulations from other state, county, and city laws as it applies to the animal control program.
- Other duties as needed.

Facility Care

- Follow established disease control protocols to daily clean, disinfect and maintain shelter kennels, cages and general areas
- Sweep, mop and disinfect floors on a daily basis
- Deep clean shelter including tops and bottoms of cages, intake and isolation areas on a regular basis
- Operate laundry equipment, fold laundry and wash dishes
- Restock cleaning areas with supplies and equipment
- Clean and maintain the exercise area as needed

People Care

- Assist clients with animal adoption process; facilitate client/animal interactions to insure a safe and pleasant experience.
- Work cooperatively with all volunteers, recognizing the talent and commitment they bring to our organization.

Essential Elements

- Animals – all animals are treated humanely
- Facility – Kennels and common areas are maintained clean and organized; staff, public and volunteers can easily find what they are looking for, public has a pleasant experience in our facility.
- Teamwork – positive, cooperative work environment is maintained. Daily goals are accomplished by relying on each other's help. Intake and medical information is accurate and up to date.
- Physical Demand- the employee is regularly required to stand, walk, use hands to finger, reach with hands and arms, stoop, kneel, crouch, crawl, talk or hear. The employee will also be required to climb in/out of vehicle and must be able to lift and/or move up to 50 pounds.

Qualifications:

- High School Diploma or equivalent.
- Valid Driver's license required
- Knowledge of animal care.
- Ability to communicate effectively both orally and in writing.
- Basic computer skill knowledge.
- Must have the ability to learn and apply knowledge of all pertinent federal, state and local regulations.
- Ability to establish effective working relationships and use good judgement, initiative and professionalism when dealing with the public.