



Animal Control Officer 1

Category: Classified
Pay Grade: C19
Job Code: 20000

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs shelter-based, field-based, and telecommunications work processing calls and dispatching Pinellas County Animal Services (PCAS) resources enforcing animal control regulations, animal licensing, and leash laws ensuring the public health and safety of citizens as outlined in Pinellas County Code Chapter-14; enforces animal control codes, issues warnings, citations, and summons; apprehends stray animals.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Enforces County code regulations and laws regarding vicious dogs, rabies control, leash laws, pet breeders, and animal licensing requirements;
- Screens calls and determines the appropriate actions by following standard operating procedures;
- Receives and disseminates information via telephone, radio dispatch, and computer monitors while simultaneously performing associated duties;
- Maintains accurate records of incoming and outgoing calls by entering information into computer;
- Writes and issues citations for violations of the Pinellas County Animal Control Ordinance and appears in court to provide testimony when required;
- Locates, captures, and impounds stray or vicious animals, investigates reports and citizen complaints of animal bites, mistreatment, animal cruelty, sickness, and abandonment, and reports incidents beyond realm of authority to proper agencies for action and rescues animals;
- Ensures compliance with established regulations and laws pertaining to public health, welfare, and safety, as well as regulations pertinent to the health, welfare, and safety of the animals;
- Patrols assigned areas for animal control code violations, assists law enforcement officers in resolving conflicts involving animals, and maintains records on daily field activities;
- Delivers licenses to veterinarians, collects fees when applicable, and assists in communications, kennel, or administrative work as required;
- Pursues, captures, and impounds unlicensed, stray, and uncontrolled animals;
- Examines captured animals for license tags, microchips, vaccination/license tags, and signs of illness/injury;
- Performs public education and awareness of animal services programs and activities;
- Collects donations and related paperwork;
- May perform lead worker duties and provide input on performance evaluations, coaching and counseling, and disciplinary action;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of training and/or experience with animals or regulatory compliance and enforcement, law enforcement, military, or a related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Applicant must secure certification from the 40-hour minimum standards training course approved by the Florida Animal Control Association within 6 months of hire.
- Additional certifications in other assignments such as Chemical Capture, Euthanasia, Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick), and Crematory by Florida State Statute.
- Experience in emergency, tactical or customer/public complaint interactions utilizing radio and/or telephone communications, including basic computer and typing skills.
- Physical strength and stamina to lift and load heavy animals into animal control trucks.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge and skill to restrain, handle, and care for animals in a humane manner;
- Knowledge of animal custody and maintenance;
- Knowledge of County geography and roadways;
- Knowledge of two-way radio operation;
- Knowledge of computer systems, which includes personal computer workstations and laptops;
- Knowledge of zoonotic diseases and ability to recognize signs shown by animals brought into the facility;
- Knowledge of human and pet first aid and CPR;
- Knowledge of legal terminology, grammar, spelling, and math;
- Knowledge of recordkeeping practices and procedures.
- Skill in the application of quality customer service.
- Ability to learn animal licensing and leash laws, animal control enforcement procedures, and use of equipment;
- Ability to enforce the law with firmness and impartiality and explain regulations to the public with tact and courtesy;
- Ability to maintain composure under stressful situations and possession of physical strength and stamina to endure varying weather conditions and pursue and apprehend animals;
- Ability to make prompt, accurate decisions during emergency situations;
- Ability to simultaneously handle multiple calls/tasks;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with crisis situations that require major decisions involving people, resources, and property.