



Animal Control Officer 3

Category: Classified
Pay Grade: C22
Job Code: 20020

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 supervisory level field and office work enforcing animal and rabies control regulations, animal licensing, and leash laws; ensures the public health and safety of County citizens; performs diverse duties involving radio and telephone communications, administrative work, and supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises the day-to-day operations of the Enforcement Section or the Rabies Coordination/Dispatch Section and trains lower level officers;
- Performs difficult and non-routine investigations and enforcement procedures;
- Supervises program for permitting and licensing of individual breeders, pet shops, kennels, and animal training facilities;
- 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 under the care of the Animal Services Department;
- Assists the public over the telephone and in person answering questions regarding citations, laws, and regulations and operates a two-way radio to dispatch calls;
- Operates two-way radio, and/or computerized wireless communications computer equipment mounted in vehicles to obtain information for enforcement activities;
- Maintains various files and records for the Enforcement Section or the Rabies Coordination/Dispatch Section;
- Reviews reports and citations and ensures proper submission;
- Maintains files and records for Enforcement and Rabies Department;
- Hires, trains, and conducts performance reviews on subordinates;
- Develops and implements departmental procedures and operating programs;
- Manages dangerous dog classifications, reviews reports by staff, prepares documents for director's signature, and ensures dangerous classification requirements are met by follow-up inspections and special license permits;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of training and/or experience with animals or regulatory compliance and enforcement, law enforcement, military, or a related field that includes team leader, supervision, or supervisory training; or an Associate's degree in law enforcement, or related field and three (3) years of experience as described above; 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.
- Employee to obtain a valid certificate indicating successful completion of 40-hour minimum standards training course approved by the Florida Animal Control Association within six months of employment.
- 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of animal licensing, leash laws, animal control enforcement procedures and rabies control, and use of equipment;
- Knowledge of humane treatment of animals;
- Knowledge of computer systems, which includes personal computer workstations and laptops utilized in enforcement vehicles;
- Knowledge of routine computer troubleshooting techniques and maintenance programs;
- Knowledge of zoonotic diseases;
- Knowledge of human and pet first aid and CPR;
- Knowledge of County geography, road networks, and the operation of two-way radios;
- Knowledge of business English, spelling, arithmetic, and supervisory practices;
- Ability to recognize signs of zoonotic diseases by animals brought into the facility;
- Ability to enforce the law with firmness and impartiality and explain regulations to the public with tact and courtesy;
- Ability to train and supervise the work of subordinates.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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.
- **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 recording 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.

WORKING CONDITIONS

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