



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 ordinances and state statutes dealing with the health, safety and welfare of both the animals and citizens of Pinellas County; investigates situations for potential animal welfare violations, verifies compliance or non-compliance and issues fine citations; provides assistance and education to the public on compliance of the laws; provides assistance to law enforcement agencies on animal welfare and public safety issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Enforces County ordinances regarding dangerous dogs, rabies control, public nuisances, pet dealers, kennels, hobby breeders, and animal licensing requirements;
- Performs dispatch responsibilities concerning reported complaints; which includes screening calls and determining the appropriate course of action required through standard operating procedures;
- Writes and issues citations for violations of the Pinellas County Animal Control Ordinance;
- Prepares cases and testifies in local ordinance violation court;
- Locates, captures, and impounds sick, injured and potentially dangerous animals;
- Assists with investigations of reported animal bite cases and captures, confines and places animals in quarantine;
- Makes an initial assessment of animals to determine the need for a medical evaluation and/or isolation requirement;
- Ensures compliance with established regulations pertaining to public health, welfare, and safety;
- Patrols assigned areas for animal control ordinance violations, assists citizens in resolving conflicts involving animals, and maintains records on daily field activities;
- Delivers licenses to veterinarians and transports supplies/donations when needed;
- Examines captured animals for license tags, microchips and signs of illness/injury;
- Assists law enforcement officers with various types of calls, which can be potentially hazardous to human health and safety;
- Vaccinates impounded animals against disease;
- Performs public speaking events in order to enhance education and awareness of animal services programs, public safety and animal welfare;
- Assists other divisions within the department as needed; Supports the department in mandated ESF-17 (Emergency Support Function 17) responsibilities in the event of a disaster or during activation of the County's Emergency Operations Center. This includes, but is not limited to, transporting special needs pets, assisting at a pet friendly shelter, assisting at the Animal Services main shelter, or assisting at a post disaster animal collection site.

QUALIFICATIONS

Education and Experience:

Three (3) years of training and/or experience with regulatory compliance and enforcement, law enforcement, or a related field; or an Associate's degree with course work in law enforcement, criminal justice, public administration, or a related field and (1) year 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.
- 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 and Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick).
- 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 and handle animals in a humane manner;
- Knowledge of animal custody, general husbandry and breed identification;
- Knowledge of County geography and roadways;
- Knowledge of two-way radio operation;
- Knowledge of computer applications and software;
- 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;
- Skill in the application of superior customer service;
- Ability to learn animal ordinances, 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 and willingness to work outside in a sub-tropical climate under adverse weather conditions;
- Ability to wear a respirator and proper personal protective equipment when working in hazardous environments.

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 potentially hazardous environments with crisis situations that require major decisions involving people, resources, and property.