

Animal Control Trainee/Shelter Attendant

Dept/Div: Animal Control & Code Enforcement/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled trades work responding to calls and patrolling to observe animal law violations, enforcing animal control laws, investigating calls, investigating animal bites, capturing and handling sick and injured animals, enforcing zoning ordinance and various environmental codes, inspecting properties, issuing summons for violations, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Animal Control & Code Enforcement. Limited supervision is exercised over part-time Animal Shelter Attendant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Patrols the County for stray, unlicensed or injured animals and enforces State and County animal laws; responds to and investigates animal related complaints; investigates claims of suspected rabies and animal bites; orders and oversees animal quarantine.

Investigates animal cruelty and neglect complaints.

Issues warnings and summons for ordinance related violations; prepares and presents information in court.

Opens, closes and maintains animal shelter; feeds and waters animals housed in the shelter.

Prepares various reports and other types of correspondence; maintains files and records.

Works with local animal rescue groups; assists with pet adoptions; posts pictures of animals on website.

Assists with code enforcement; assists with installing surveillance cameras at suspected dump sites; obtains warrants for violations; testifies in court.

Knowledge, Skills and Abilities

General knowledge of the laws, ordinances and regulations governing the control of dogs; thorough knowledge of department policies and procedures; thorough knowledge of the geography of the County; thorough knowledge in preparing various reports and other types of correspondence; thorough knowledge in the use of standard office equipment and associated software; thorough knowledge of and in the use of the equipment required for the position; general knowledge of and in the use of standard accounting software and Facebook; general knowledge of the care, control and handling of dogs and other animals; ability to recognize rabies symptoms and some knowledge of the methods and procedures to be followed; ability to compute rates, ratios and percentages; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience in the care of animals, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions and frequently sitting and reaching with hands and arms; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather),

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working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain Animal Control Officer, NIMS 100, 110, 111, 700, 300, 800 and CPR certifications within two years of employment.

Complete Firearms, OS Spray, Rabies and Hep B Shots training within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 08/13/19