



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

Fax (276) 223-4515

Position: Animal Control Officer

Department: Animal Control/County Administration

Reports To: Animal Control Supervisor

Primary Location: 600 Atkins Mill Road, Wytheville, VA 24382/Mobile

FLSA Status: Non-exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Date or Until Filled

Summary

Serves as Animal Warden in the enforcement of the animal laws and assists the Animal Control Supervisor in the enforcement of State and County litter and blight laws. Responsible for Animal Control duties, primarily enforcing stray or loose dog calls, animal bites, rabies vaccination compliance, dog license compliance, animal care and welfare, prevention and prosecution of animal cruelty, along with loose livestock, wild animal attacks on livestock or persons and other animal control calls as assigned. Assists with sanitation and general maintenance at the animal shelter, along with the care, feeding, adoption and rescue placement of animals in the county's care.

Work Schedule

- Rotating shifts, generally 10 hours per day, including alternating weekends.
- Occasional on-call and callouts as necessary

Essential Functions

Serves under office of the County Administrator and is appointed to administer and enforce State and County Laws.

- Patrols the county both proactively and in reaction to violations of State and County laws regarding animals, litter, property maintenance, blight and other violations which may imperil the health, safety and welfare of the County and its residents.
- Receive complaints from citizens regarding animal and litter violations and investigates accordingly. Investigate and handle situations regarding dog bites as referred by the Health Dept. Respond to calls for service from Dispatch.
- Maintains records of all stray dogs found.
- Enforce dog licensure.
- Writes summonses for violations of animal, litter, property maintenance, blight and other State and County Laws and makes arrests if necessary. Appears in court to provide testimony

regarding summonses issued and charges placed. Truthfully testifies in court to the facts of cases in support of charges placed.

- Capture and hold stray dogs while determining ownership, maintaining records of all stray activity.
- House and board animals whose owners cannot be immediately identified; boards sick and vicious dogs; works with rescue partners, animal adoption agencies and individuals to facilitate individual adoptions and out-placements.
- Follows department procedures for, applications and records of adoptions, compliant with state code and local ordinances.
- Provides for such veterinary evaluation and care as may be necessary for stray animals; administers such medications and vaccinations as may be required to safely keep, hold and adopt out animals.
- Receives complaints from citizens regarding violations of animal, litter, code enforcement, property maintenance and blight codes and investigates accordingly. Reviews, investigates and resolves situations regarding dog bites and attacks as referred by the Health Department and law enforcement.
- Works with the Virginia Department of Health as needed to detect, test and prevent the spread of rabies, parvo and other blood- and fluid-borne animal diseases and pathogens.
- Monitors and implements state legislative changes to animal control code, procedures, operations.
- Maintains positive working relationships with rescue agencies, volunteers, law enforcement and town agencies to ensure best outcomes for the highest possible number of animals.
- Investigates all claims for livestock damage.
- Engages in public speaking, public education and public outreach to a variety of public audiences in support of the Department and the County. Attends public meetings as required to meet the expectations of the County.
- Works to maintain the facility's record of low incidences of euthanasia.
- Works with 911 Dispatch.
- Performs any duties designated by the Board of Supervisors or County Administrator not specifically described in this job description.

Knowledge, Skills, and Abilities

- Thorough knowledge of applicable State and Local Laws and law enforcement procedures.
- General knowledge of the area in which the regulations apply and boundaries in existence.
- Comprehensive knowledge of the tools used in the capture and confinement of animals.
- Knowledge of the hazards involved in this profession.
- Knowledge of the methods of euthanasia and the approved uses of those methods.
- Knowledge of animal ailments and diseases.
- Visual and mental ability to read and comprehend laws, regulations, and information.
- Overall good physical condition, as the position requires the ability to lift, push, pull, guide and coerce animals into vehicles and trailers for transport, holding and treatment.
- Proficient in use of social media.

Education

- High school graduate or equivalent required

- One year of public customer service
- State certification in animal control must be earned after hire. Must hold or be able to attain within 12 months an animal control officer certification from an accredited Virginia criminal justice academy.
- Continuing education and attending animal control in-services and trainings compliant with state code

Special Requirements and Job Development

- Rabies vaccination will be required, along with other vaccinations for employee health and safety.
- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license
- Demonstrated proficiency in use of firearms, less-than-lethal, and non-lethal deterrents.

Physical Requirements

- Frequent bending, stooping, standing, walking, and reaching.
- Lifting, leading, pulling or loading dogs or livestock, which may require the exertion of more than 100 pounds of force.
- Use of visual and auditory senses.

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.