

# City of Hawkinsville

## Job Description

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**Job Title:** Animal Control Officer  
**Department:** Animal Control  
**FLSA Status:** Non-Exempt  
**Reports To:** Animal Control Director  
**Classification:** Full-Time  
**Revision Date:** 11/20/2020

### **SUMMARY:**

The Animal Control Officer is responsible for performing enforcement work relating to ordinances controlling animals in the City of Hawkinsville and Pulaski County.

### **QUALIFICATION REQUIREMENTS:**

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Enforces all City of Hawkinsville and Pulaski County codes and ordinances related to animal welfare.
- Works with the general public to help resolve animal welfare issues.
- Writes citations, as necessary, for violations of animal welfare laws.
- Patrols the city and county to locate and apprehend animals in violation of City of Hawkinsville and Pulaski County codes and ordinances.
- Investigates complaints of animal cruelty and animal bites received through the Animal Control Office and quarantines animals as necessary.
- Coordinates euthanasia and disposal of sick, injured, and impounded animals as required.
- Educates the public regarding proper animal care.
- Performs emergency service for injured animals after normal working hours, as required.
- Maintains the cleanliness of kennels and vehicle.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The Animal Control Officer must be knowledgeable of the following principles, procedures, and concepts:

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- Knowledge of appropriate equipment and tools relating to the operation of an animal shelter, personal computer, typewriter, calculator, and other assigned equipment.
- Knowledge of the geography of the City of Hawkinsville and Pulaski County.
- Knowledge of the laws and ordinances relating to control of animals in the City of Hawkinsville and Pulaski County.
- Knowledge of personal computers and basic office programs.
- Knowledge of the care and handling of dogs and other animals.
- Skill in the use of tools and equipment incident to the operation of an animal shelter.
- Ability to handle animals running at large, particularly those that might be vicious, sick or injured.
- Ability to deal tactfully and courteously with members of the general public, often in trying situations.
- Ability to maintain records and make reports.
- Ability in securing, lifting, and handling of animals. Employee must be able to bend, stoop, and lift and move objects weighing up to 150 pounds.

### **MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Animal Control Officer should possess, at a minimum, a High School Diploma or GED; Georgia Mandated Peace Officer Certification and experience in the care and handling of animals; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of certification as an Animal Control Officer, within one year of hire.
- Possession of a valid Georgia Motor Vehicle Operator's License.

### **SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

### **TRAVEL:**

The Animal Control Officer is required to travel frequently throughout the City of Hawkinsville and Pulaski County.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

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### **MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts, such as addition, subtraction, multiplication, and division.

### **COMMUNICATION SKILLS:**

This position has a high visibility of behavior. The employee must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

### **REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance. The employee must also be able to think quickly in situations of stress and high activity.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is sometimes required to perform a variety of tasks involving securing, lifting, and handling of animals. Employee must be able to bend, stoop, and lift and move objects weighing up to 150 pounds.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires working in both outdoor and indoor environments including working in a variety of adverse, hazardous, or unpleasant conditions. Conditions also involve going onto property to deliver citations and retrieve animals.

*The City of Hawkinsville and Pulaski County are Equal Opportunity Employers*

*The City of Hawkinsville and Pulaski County are Drug Free Employers*