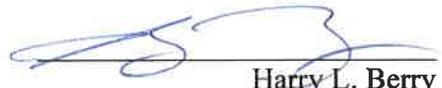


**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2013-007**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve revisions to the following job descriptions: Animal Control Director, Animal Control Officer, Office Clerk, and Kennel Tech.

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 22 January, 2013.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Kenneth L. Tabb  
Hardin County Clerk

**Hardin County Fiscal Court  
Job Description**

**Animal Control Director**  
*January 22, 2013*

**Animal Control  
Pay Grade 16**

**Job Summary**

The purpose of the position of the Animal Control Director is to execute the functions and duties prescribed by Hardin County Fiscal Court in accordance with Kentucky Revised Statutes, Chapter 258, concerning dog and livestock protection. The Animal Control Director will perform duties involved in the control, custody, and humane destruction of animals identified as being stray, vicious or diseased. This position supervises the administration of the county's animal licensing procedures. The person holding this position must meet all qualifications to serve as a Peace Officer as required by KRS 61.300. The Animal Control Director must be available for duty at all hours.

**Major Essential Duties**

- Assist Fiscal Court in drafting regulations to be adopted and enforced relative to Animal Control standards
- Apprehend, impound and/or destroy in a reasonable and humane way any dog which does not bear a license tag or other legible identification that is found running at large or is vicious or diseased and may be endangering the lives and/or property of county residents
- Enforce the Animal Control ordinances, statutes, and regulations of the state, county and cities inside Hardin County
- Issue citations for District Court and serve warrants related to cases involving animals, if necessary
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Control laws and/or the performance of official duties
- Quarantine rabies suspects for 10 days at the Animal Shelter
- Prepare rabies suspects for testing by a qualified Health Department employee
- Euthanize both dogs and cats as needed
- Supervise work to keep Animal Shelter in a sanitary and safe condition by cleaning the facility on a daily basis.
- Feed and care for animals being held at the Animal Shelter
- Develop and maintain sound financial practices
- Formulate and implement standard operating procedures for the department

**Minor Essential Duties**

- Issue and collect fees for dog and kennel licenses and furnish appropriate tags
- Maintain official records and documents related to the issuance of licenses and fees collected

- Assist in the preparation of annual reports required by Kentucky Department of Agriculture
- Permit adoptions of animals and collect adoption fees
- Perform related work as required

### **Supervisory Responsibility**

- Supervise office and shelter employees and volunteers within the Animal Control Shelter which may include the following:
  - Assist with hiring, training, development and work assignment
  - Evaluate job performance
  - Provide complaint and problem resolution
  - Enforce policies and procedures

### **Relationships**

The Animal Control Director performs duties within the Animal Control Department under the supervision of the Judge/Executive

### **Qualifications**

#### ***Education and/or Experience***

- A resident of Hardin County, Kentucky
- A graduate of an accredited high school or equivalent
- Working knowledge of county government operations is preferred
- Knowledge of caring for and feeding animals
- Prefer a minimum of five years of supervisory experience at an animal shelter which houses 3500+ animals annually, and a minimum of two years experience at a department level position
- Knowledge of and familiarity with tranquilizer techniques used in the field for animal capture
- Advanced knowledge of animal behavior as evidenced by at least 40 hours of classroom attendance on the subject or willingness and ability to obtain it within 1 year
- Knowledge of animal related Kentucky Revised Statutes
- Working knowledge of "Adopt-A-Friend" shelter software
- Experience in gathering evidence and courtroom procedures as related to Kentucky animal laws
- Experience in educational classes (dog bite prevention, animal care, etc.) for K-3<sup>rd</sup> grade and for law enforcement personnel
- Experience in off-site animal adoption as a special event
- Experience with dog licensing programs
- Experience with adoption programs
- Experience with rabies vaccination clinics

- Experience with spay/neuter programs and surgeries

### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles, and publications when necessary

### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra as needed and statistics as needed

### ***Reasoning Ability***

- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the best interest of the County and impact the areas over which authority is exerted

### ***Certificates, Licenses, Registrations***

- Meet all qualifications to serve as a Peace Officer as required by KRS 61.300
- Current Commonwealth of Kentucky driver's license
- Certification in use and care of firearms or a willingness and ability to acquire such certification including the use of a pistol and 12-gauge shotgun on an annual basis with the Hardin County Sheriff Office Firearm Instructor
- Possess a Controlled Substance Registration Certificate 2n and 3n or willingness and ability to obtain within 1 year
- Possess a National Animal Control Association Training Academy Level 1 and Level 2 certification or willingness and ability to obtain within 1 year
- Possess a Euthanasia Technician License
- Possess a FEMA National Incident Management Certificate or willingness and ability to obtain within 1 year
- Possess a FEMA Incident Command System for Federal Disaster Workers Certificate or willingness and ability to obtain it within 1 year

***Other Knowledge and/or Skills***

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Ability to operate vehicles and weapons used in the performance of job duties
- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to perform aspects of the job which routinely include pursuing animals in all environments
- Ability to routinely lift heavy objects (up to 100 pounds)

**Physical Demands**

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Stand, walk or run  
Talk or hear  
Lift and/or move up to 100 pounds  
Operate a vehicle or heavy equipment

Occasionally (under 1/3 of regular work day)

Sit  
Reach with hands and arms  
Use hands to type, handle papers, tools, etc.

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations by facing vicious and/or diseased animals or hostile animal owners. Work environment includes all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate to high.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests

- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be 21 years or older
- Must be a citizen of the United States

Date Approved: 1/22/13



Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Animal Control Officer**

*January 22, 2013*

**Animal Control  
Pay Grade 5**

**Job Summary**

The purpose of the position of Animal Control Officer is to perform duties involving the control, custody, and humane destruction of animals identified as being stray, vicious or diseased. This position assists in the administration of the county's animal licensing procedures. The person holding this position must meet all qualifications to serve as Peace Officer in the enforcement of animal related laws as required by KRS 61.300. The Animal Control Officer must be available for duty at all hours and will perform any other jobs that may fall under this class title per the Animal Control Director's instructions.

**Major Essential Duties**

- Serve as a Peace Officer in the enforcement of animal related laws only
- Apprehend, impound and/or destroy in a reasonable and humane way any dog which does not bear a license tag or other legible identification that is found running at large or is vicious or diseased and may be endangering the lives and/or property of county residents
- Enforce the Animal Control ordinances, statutes, and regulations of the state, county and cities inside Hardin County
- Issue citations for District Court and serve warrants related to cases involving animals
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Control laws and/or the performance of official duties
- Quarantine rabies suspects for 10 days at the Animal Shelter
- Prepare rabies suspects for testing by a qualified Health Department employee
- Euthanize both dogs and cats as needed
- Be on 24-hour call for up to 7 days at a time to pick up animals on an emergency basis for local law enforcement agencies
- Work to keep Animal Shelter in a sanitary and safe condition by cleaning the facility on a daily basis.
- Make repairs to the facility as needed to keep the animals safe and secure
- Feed and care for animals being held at the Animal Shelter

**Minor Essential Duties**

- Issue and collect fees for dog and kennel licenses and furnishes appropriate tags
- Maintain official records related to the issuance of licenses and fees collected

- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture
- Take in animals which are unwanted or stray
- Permit adoptions of animals and collect adoption fees
- Perform related work as required

### **Supervisory Responsibility**

- Provide supervision of the office and shelter employees within the Animal Control Shelter in the absence of the Animal Control Director, which may include the following:
  - Provide complaint and problem resolution
  - Enforce policies and procedures

### **Relationships**

The Animal Control Officer performs duties within the Animal Control Shelter under the direct supervision of the Animal Control Director

### **Qualifications**

#### ***Education and/or Experience***

- Must be a citizen of Hardin County, Kentucky
- Must be a graduate of an accredited high school or equivalent
- Working knowledge of county government operations is preferred
- Knowledge of caring for and feeding animals
- Knowledge of animal behavior patterns

#### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, equipment manuals, safety documents, and governmental regulations
- Ability to handle sensitive issues
- Possess strong oral, written and listening communication skills
- Ability to prepare and maintain various written reports

#### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply concepts of algebra as needed

#### ***Reasoning Ability***

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objectives of the department

***Certificates, Licenses, Registrations***

- Current Commonwealth of Kentucky driver's license
- Certification in use and care of firearms or a willingness and ability to acquire such certification including the use of a pistol and 12 gauge shotgun on an annual basis with the Hardin County Sheriff Office Firearm Instruction
- Current Level 1 National Animal Control Academy Certification or willingness and ability to obtain within one year

***Other Knowledge and/or Skills***

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Ability to operate vehicles and weapons used in the performance of job duties
- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to perform aspects of the job which routinely include pursuing animals in all environments
- Ability to routinely lift heavy objects (up to 100 pounds)

**Physical Demands**

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Stand, walk or run  
Talk or hear  
Lift and/or move up to 100 pounds  
Operate a vehicle or heavy equipment

Occasionally (under 1/3 of regular work day)

Sit  
Reach with hands and arms  
Use hands to type, handle papers, tools, etc.

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations by facing vicious and/or diseased animals or hostile animal owners. Work environment includes all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
  
- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be at least 21 years of age

Date Approved:

1/22/13



Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Kennel Tech**

*January 22, 2013*

**Animal Control  
Pay Grade 3**

**Job Summary**

The purpose of the position of Kennel Tech is to perform semi-skilled and manual work to properly and efficiently maintain the animal shelter and care for impounded animals. The Kennel Tech should be able to work on a regular schedule and perform other duties as assigned.

**Major Essential Duties**

- Clean and feed the animals daily in accordance with animal shelter standards
- Maintain buildings, grounds and equipment in a safe and sanitary condition
- Assist in euthanasia for unwanted and stray animals as required
- Quarantine rabies suspects for 10 days at the animal shelter
- Take in animals that are unwanted or stray
- Permit the adoption of animals and collect adoption fees
- Enforce the animal control ordinances, statutes and regulations of the state, county, and cities inside of Hardin County
- Pick up animals for transportation to the animal shelter
- Perform related work as assigned
- Assist the veterinarian in any related tasks in the spay/neuter program

**Minor Essential Duties**

- Answer telephone calls and take messages and complaints
- Support and participate in training and exercise programs and classes
- Issue and collect fees for dog and kennel licenses and furnish appropriate tags
- Maintain records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture

**Supervisory Responsibility**

- None

**Relationships**

The Animal Control Kennel Tech performs the manual duties within the Animal Control Shelter under the direct supervision of the Animal Control Director

## **Qualifications**

### ***Education and/or Experience***

- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Working knowledge of county government operations is preferred
- Knowledge of animal behavior patterns and disease symptoms
- Knowledge of caring for and feeding animals or willingness to learn
- Some experience in animal control or any equivalent combination of training or experience preferred

### ***Language Skills***

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

### ***Reasoning Ability***

- Solve practical problems
- Interpret some technical and instructional material
- Make decisions which serve the County's best interest

### ***Certificates, Licenses, Registrations***

- Current Commonwealth of Kentucky driver's license

### ***Other Knowledge and/or Skills***

- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to operate vehicles and equipment used in the performance of job duties
- Ability to understand and follow oral and written instructions
- Possess physical capabilities to chase and safely control animals
- Ability to perform aspects of the job, which routinely include lifting heavy objects (up to 100 pounds) and pursuing animals in all environments
- Some knowledge is preferred of animal behavioral patterns and disease symptoms

### **Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit  
Talk or hear  
Use hands to finger, handle, feel  
Lift and/or move up to 100 pounds

Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

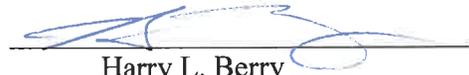
The work environment characteristics described represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

### **Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
  
- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be at least 18 years of age

Date Approved: 1/22/13



Harry L. Berry  
Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Office Clerk**  
*January 22, 2013*

**Animal Control  
Pay Grade 3**

**Job Summary**

The purpose of the position of Office Clerk is to provide administrative and public contact support to the animal control shelter under the direct supervision of the Animal Control Director. The person holding this position is responsible for the correspondence and general clerical functions of the animal control shelter; therefore, must have a thorough knowledge of all aspects of clerical duties, and develop a thorough knowledge of county government operations. The Office Clerk will perform any other jobs that may fall under this class title per the Animal Control Director's instructions.

**Major Essential Duties**

- Receive visitors to the animal control shelter
- Provide required services for visitors to the shelter (i.e. adopt animals and collect adoption fees)
- Respond to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Place outgoing telephone calls in support of office activities
- Advise local personnel in regard to county policy and procedures as appropriate
- Insure that all office equipment is in working order and request necessary maintenance
- Maintain files, SOPs, office correspondence, and documents
- Maintain records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture
- Prepare miscellaneous correspondence, reports, mailings

**Minor Essential Duties**

- Distribute public notices to media
- Support and participate in training and exercise programs and classes
- Maintain the office calendar, office time, and attendance records
- Order and receive office supplies
- Perform other tasks as required by the Animal Control Director

**Supervisory Responsibility**

- None

## **Relationships**

The Animal Control Office Clerk performs the administrative duties within the Animal Control Shelter under the direct supervision of the Animal Control Director

## **Qualifications**

### ***Education and/or Experience***

- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Must have thorough experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping; willingness to learn said procedures and practices
- Working knowledge of county government operations is preferred

### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, policy and procedure manuals, and legal documents
- Ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, and insurance vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills

### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio, percent, and draw and interpret graphs
- Ability to apply concepts of algebra as needed

### ***Reasoning Ability***

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of complex and technical information, and instructions
- Solve practical problems
- Make decisions and recommend actions to serve the county's best interests and follow the missions and objectives of the department
- Read, analyze, and interpret policies, procedures, professional publications, government regulations, payroll reports, and legal documents

### ***Certificates, Licenses, Registrations***

- Current Commonwealth of Kentucky driver's license

***Other Knowledge and/or Skills***

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation
- Working knowledge of standard office computer programs for word processing, spread sheets, and database management

**Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit  
Talk or hear  
Use hands to type, handle paper, etc.

Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate to high.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests

- Must adhere to the applicable provisions of the department rules and regulations, the personnel policy manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be at least 18 years of age

Date Approved: 1/22/13

  
Harry L. Berry  
Hardin County Judge/Executive