

Hardin County Government

Job Description

Non- Hazardous

Animal Control Officer I

Pay Grade 9

STATUS	
Date: July 27, 2021	Department: Animal Care & Control
FLSA Status: Non-Exempt	Reporting Authority: Animal Control Officer Team Leader
Supervisory Responsibility: None	

Job Summary

The purpose of this position 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 person in this position must be available for on call duty

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 serves warrants related to cases involving animals
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Care & 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

Qualifications

Education and/or Experience

- 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

- Must possess and maintain a valid 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's Officer Firearm Instruction
- Willingness and ability to maintain Kentucky Animal Care and Control Officer Certification
- Ability to obtain a Euthanasia Technician 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
- 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 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)

Sit
Talk or hear
Lift and/or move up to 125 pounds
Use hands to type, handle papers, tools,
etc.

Occasionally (under 1/3)

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. 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, the Hardin County Administrative Code, the 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 a citizen of Hardin County, Kentucky
- Must be at least 21 years of age

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27, 2021
Status Box Changes:


Harry L. Berry
Hardin County Judge/Executive