

# Mathews County, Virginia

## Position Description

<b>Job title</b>	Animal Control Officer
<b>Reports to</b>	County Administrator
<b>Department</b>	Administration

### Job Purpose

Performs routine and complex safety work in the enforcement of the animal laws of the Commonwealth of Virginia and the associated animal Ordinances of Mathews County.

### Duties and Responsibilities

Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries.

Removes dead, injured or dangerous animals from streets and residential premises.

Maintains records and files for the Department of Agriculture and Mathews County of all animals impounded.

Compiles a variety of data regarding animal control data; prepares daily, monthly, and annual reports of activities.

Investigates violations of the animal laws of the Commonwealth of Virginia and the associated animal ordinances of Mathews County. Issues warnings, summons, or warrants as required by law. Testifies in court regarding animal control cases.

Coordinates a public relations program in order to foster public awareness of ordinances regarding animal control and humane treatment of animals; develops and presents educational programs in the public schools that enhances the awareness of animal control and the humane treatment of animals; works closely with the media, public interest groups and businesses to promote improved care and control of animals.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, and County laws and ordinances;

Maintains contact with the Sheriff's supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

All calls for service must be dispatched through the Sheriff's office.

Responsible for pet shelter during extreme weather events when the shelter is activated.

**Peripheral Duties:**

Maintains departmental equipment, supplies and facilities.

Serves as a member of various employee committees.

Performs other duties as assigned.

**Qualifications**

Education and Experience:

- (A) High school diploma or GED equivalent.
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the county's geography.
- (D) Must possess or obtain firearm certification (75E-Security Officer Handgun)

**Special Requirements:**

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License;
- (B) Must achieve certification as an Animal Control Officer within 12 months after hire and maintain education and proficiency by attending annual State approved training.
- (C) Prior to employment the County conducts a criminal background investigation, a DMV record check and drug screen.
- (D) A medical physical is required prior to employment.

**Working conditions**

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

Animal Control Officers can be involved in stressful situations when unlawful acts are encountered. This could include abuse, theft of an animal, or arguments between the owner and others.

**Physical requirements**

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 frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and run; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>March 30, 2023</i>