

ANIMAL CONTROL OFFICER

GENERAL STATEMENT OF DUTIES: Performs routine duties overseeing the apprehension, custody and disposal of stray and unlicensed dogs and other small animals; performs routine kennel work including feeding and watering of animals and the cleaning of the shelter; works under the supervision of the Chief Animal Control Officer; performs related duties as required.

STATEMENT OF TASKS:

Answers complaints from the public regarding dogs and other small animals;
Patrols all streets and roadways in Genesee County for stray unwanted domestic dogs and transports them to the Animal Shelter;
Collects fees for animals to be released back to owners;
Collects license fees regular and delinquent;
Maintains records and prepares reports as required;
Picks up warrants for delinquent summons and arrests same;
Investigates cruelty cases pertaining to animals;
Waters, feeds and otherwise care for animals transported to the Animal Shelter as needed;
Issues appearance tickets, citations or summons to those persons owning, keeping or harboring dogs contrary to the County ordinance or the Michigan Dog Laws;
Maintains County-owned vehicles in sanitary conditions and monitors prevention maintenance
Feeds and waters animals in the shelter;
Cleans cages, mops floors and runways in the shelter;
Disposes of animals using the prescribed methods;
Serves at counter helping the public retrieve animals and purchase licenses;
Performs minor equipment and building repairs and maintenance.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of dogs, cats and other small animals;
Knowledge of Genesee County streets and roadways;
Ability to check and handle animals safely;
Ability to deal with the public calmly and with tact in stressful situations concerning animals;
Ability to drive and operate a motor vehicle;
Ability to communicate effectively orally and in writing;
Ability to prepare reports;
Ability to remember street names and numbers;
Ability to physically perform the assigned duties;
Ability to attend work regularly and work under stressful conditions.

Page 2

Animal Control Officer cont.

MINIMUM QUALIFICATIONS:

High school graduate or equivalent **AND** six (6) months customer service experience **AND** paid experience working at a MDA (Michigan Department of Agriculture) licensed shelter or in law enforcement or security.

SPECIAL REQUIREMENTS:

Must obtain Animal Control Officer Certification approved by Michigan Department of Agriculture within six (6) months of employment.

Must be able to lift up to 50 lbs.

Valid Michigan Drivers' License; good driving record; no felony convictions; must be able to be deputized, willing to work weekends and irregular hours.



Human Resources

Revised: December 18, 2003

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Revised: November 18, 2014