



### Carbon County Job Description

<b>Title:</b>	Animal Control	<b>Job Code:</b>	
<b>Department:</b>	Carbon County Animal Shelter	<b>Effective Date:</b>	
<b>Reports To:</b>	Carbon County Sheriff	<b>Last Revised:</b>	
<b>Full Time</b>		<b>FLSA Status:</b>	Non Exempt

#### **Overall Responsibility:**

Enforces local and state laws and ordinances concerning the care, use, treatment, licensing and impounding of animals. Conducts investigations and inspections, citations and warnings, and reports daily activities. Educates the public about relevant animal regulations and humane animal care. **Must be knowledgeable of and compliant with County Ordinances and State and Federal Laws relating to the operations and practices of animal shelters. Works closely with and should be knowledgeable of the practices and protocols of the Humane Society.**

#### **Key Tasks and Responsibilities:**

Routinely patrols designated areas enforcing local and state animal laws and ordinances. Responds to dispatched calls in priority order and determines appropriate action **(must reside within a 10 mile limit of the Price City).**

Apprehends and confines stray, injured and nuisance domestic and wild animals in the most safe, humane and approved manner possible. Administers emergency first aid. Euthanizes animals if necessary and permitted. Transports animals to shelter. Prepares animals for rabies testing if determined necessary. Prepares animals for and administers vaccinations. Disposes of dead animals.

Educates the public while in the field regarding responsible pet ownership and animal laws and ordinances.

Arbitrates disputes if possible. Issues warnings, citations when necessary. Appears for scheduled court dates and testifies regarding civil infractions, custody hearings and cruelty charges. Coordinates efforts with other community agencies and professionals such as police officers, court officials and veterinarians. Conducts general investigations of animal related problems such as barking dogs and failure to contain complaints, livestock kills and possible cruelty situations. Prepares written investigative reports that may be introduced as legal court evidence.

Assists in shelter cleaning and maintenance and the care of impounded animals. Inspects and cleans department vehicle and equipment daily and reports problems.

Assists callers with information regarding situations such as nuisance or trapped animals and answers questions about animal control policies and laws.

Performs other tasks as assigned or as necessary.

**Skills and Attributes:**

Must strive to reach balance of meeting the needs of public health, safety and welfare and the need to provide humane care for the animals whose care responsible for. Must deal in professional, calm and polite manner with the public, sometimes under extreme stress. May have to make on the spot decisions dealing with large or dangerous animals. Must be able to deal with potentially hazardous and emotional situations. Must be able to develop and maintain effective working relationship with the public, fellow employees, and supervisors.

To perform this job successfully, an individual must be able to carry out each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

Demonstrate animal health and well-being knowledge, skills and abilities to include: care of domestic and wild animals, knowledge of animal diseases, skill in performing euthanasia, ability to determine breeds and species, sex and age. Ability to recognize signs of animal neglect, abuse and cruelty.

Knowledge of law enforcement techniques, principals and practices. Knowledge of local and state animal laws and of court procedures.

Knowledge in euthanasia methods and techniques, skill in animal capture and restraint methods and the ability to interpret animal body language.

Ability to maintain effective working relationships with other community professionals and county employees.

**\*Errors in judgment and action could cause serious liability problems for the County and potentially pose hazard to life and limb to self, shelter employees and volunteers and the public at large**

**Experience Requirement:**

Requires U.S. citizenship and a person at least 18 years of age

Requires a high school diploma or G.E.D. equivalent

Must never have been convicted of a Felony nor of a Class A Misdemeanor, nor of the Class B Misdemeanor of DUI within the last five (5) years

Previous animal control or law enforcement experience preferred

Computer skills required

**Mental Activities and Requirements of This Position:**

Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems

Ability to use basic math

Ability to read related journals

**Physical Effort/Environment:**

When talking one must convey detailed or important instructions or ideas accurately, loudly or quickly

Able to hear average or normal conversations and receive ordinary information

Average, ordinary visual acuity necessary

Able to deal with complex variables

Work may be performed outside and in any type of weather

May be called out at odd times and hours

May involved hazardous situations

Emotional stress from euthanasia is common

Must be able to hear average or normal conversations and receive ordinary information

Must be able to lift 25 pounds on a regular basis and up to 50 pounds on an occasional basis

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date