

JEFFERSON COUNTY

JOB DESCRIPTION

JOB CLASSIFICATION: Animal Control Officer

JOB CATEGORY: Animal Control Enforcement Officer

DEPARTMENT: Animal Control

PAY RANGE: \$35,000- \$45,000

GENERAL DESCRIPTION

Under the direction of the Department Director, the Animal Control Officer is responsible for enforcing Jefferson County animal control ordinances and applicable Florida laws. The position responds to animal-related complaints, investigates violations, captures and transports animals, assists with animal bite and quarantine cases, and works with the public and other County agencies to protect the health and safety of people and animals.

The Animal Control Officer may work in the field, at the animal shelter, or in the office. The position may require after-hours, weekend, holiday, emergency, and disaster response.

DUTIES AND RESPONSIBILITIES

- **Animal Control and Enforcement**
Enforces County animal control ordinances and applicable Florida laws. Responds to complaints involving stray, dangerous, sick, injured, or nuisance animals; investigates violations; issues warnings and citations; prepares reports and case files; and provides testimony in court when required.
- **Animal Handling and Shelter Duties**
Captures, restrains, transports, and impounds animals in a safe and humane manner. Examines animals for identification, licenses, tags, and microchips and identifies animals that may need veterinary care, isolation, or quarantine. Assists with shelter operations, animal care, vaccinations, and maintaining Animal Control vehicles, equipment, and supplies.
- **Public Service and Education**
Works with citizens to resolve animal-related problems and explains County ordinances and animal control requirements. Provides information about responsible pet ownership, licensing, animal welfare, and public safety. Participates in community events and public education programs.
- **Public Safety and Emergency Response**
Assists law enforcement and other emergency agencies with animal-related calls. Participates in the after-hours on-call rotation and responds to emergencies and disasters involving animals, including County emergency operations and animal sheltering.
- **Records and Communication**
Maintains accurate records of complaints, investigations, citations, impounded animals, and daily activities. Communicates professionally with the public, County employees, veterinarians, law enforcement, and other agencies.

- **Other Duties**

Assists with training new Animal Control Officers and performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of animal control laws, County ordinances, animal handling, animal behavior, basic animal care, rabies, and other animal-related diseases. Ability to investigate complaints, prepare reports, communicate effectively with the public, enforce laws fairly and professionally, and make appropriate decisions during stressful or emergency situations. Ability to work independently and as part of a team, operate computers and Animal Control equipment, and safely handle and transport animals. Ability to work outdoors in various weather conditions and use required safety equipment.

MINIMUM QUALIFICATIONS

Three (3) years of training and/or experience in animal control, animal services, law enforcement, regulatory enforcement, public safety, veterinary services, or a related field; or an Associate's degree in a related field and one (1) year of related experience; or an equivalent combination of education, training, and experience.

Must possess a valid Florida Driver's License and obtain the required Florida Animal Control Officer certification within six (6) months of employment. Must be able to complete required training and certifications, work an after-hours on-call rotation, respond to emergencies or disasters when required, and safely handle, lift, and transport animals. Must be computer literate and able to work effectively with the public and other County employees.

WORKING CONDITIONS

Work is performed both indoors and outdoors and may involve hot, humid, rainy, or otherwise adverse weather conditions. The employee may come into contact with aggressive, injured, sick, or potentially dangerous animals and may be exposed to animal waste, diseases, and other hazards. The position requires the ability to safely capture, restrain, lift, load, and transport animals and to use appropriate safety equipment when required.

The position may require work outside normal business hours, including nights, weekends, holidays, emergencies, and disasters.