

# Madison County Animal Control Officer

## Job Description

**Job Title:** Animal Control Officer

**Department:** Animal Control

**Reports To:** Animal Control Director

**Summary:** Animal Control involves a combination of animal investigation, care, and education to promote the safety and welfare of the citizens and animals of Madison County. Animal Control Officers also care for the animals in the shelter and help ensure a clean and safe shelter environment. This position is non-exempt under the Fair Labor Standards Act.

**Where to Apply:** The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

**Duties and Responsibilities:** Animal Control officers are charged with responding to complaints regarding ordinance violations, stray animal impoundment, and rabies control. Animal Control Officers are required to maintain reports and files on nuisance complaints, stray animal pick up locations, assessing dangerous dog situations, ensuring public safety, and caring for the animals in the shelter. Officers investigate claims of animal cruelty, neglect, and abuse. Officers are encouraged to educate the public on proper care of their animals in order to comply with state and county laws, ordinances, guidelines, and regulations. Applicant must enjoy all species of animals since handling the animals is a part of the daily performance. Daily cleaning, animal care, housekeeping, animal intakes and adoptions are part of the duties of this position. Applicant must possess excellent interpersonal skills when interacting with co-workers and the public. Applicant must be able to work the required hours designated to fulfill all job duties, including on call, weekends and holidays. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Qualifications:** To perform this job successfully applicant must possess a valid North Carolina driver's license and have an excellent driving record. Applicant must be willing to obtain Certified Euthanasia Training in accordance with HSUS standards of education. Applicant must agree to obtain Rabies Pre-Exposure Vaccines and other required vaccinations required by North Carolina Department of Health and Human Services, provided by the county after the 90 day probationary period. Applicant must be willing to learn all state statutes and county ordinances related to animal laws and welfare.

**Education:** High School Diploma. Previous Animal Control or Law Enforcement experience or equivalent of both preferred but not required.

**Language Skills:** Ability to read, analyze, and interpret forms, maps and records. Applicant must have the ability to respond to common questions and requests of the general public. Applicant must have the ability to write and complete forms in a timely manner. Applicant should possess strong computer skills as most paperwork is computer based.

**Physical Demands:** In order to successfully perform this job an applicant must be able to sit, stand, bend, squat, and/or crouch for long periods of time. Must be able to run and walk in order to catch and impound stray animals and capture the occasional escape artist. Applicant must be able to lift a minimum of 50 pounds on a daily basis and is regularly required to lift, feel, touch, talk, and hear. While performing the duties of this job, the employee is frequently exposed to toxic, irritating, or caustic chemicals, animal waste, and outside weather conditions. The noise level of the work environment is usually moderate to high.

**Work Hours:** Monday 8am-12pm and Tuesday-Friday 8am-5pm. Position does require Animal Control Officers to be "on call" every other week and officers are often required to fill in on the weekends during our busy event season or in the case of an absence.

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive random drug testing.

**Compensation:** Base salary of \$25,960.00 - \$27,102.40 with an additional \$780 per year in on call pay once training has been completed. This position comes with a county benefits package including: paid health insurance; dental, eye and other supplemental insurance available, accrued sick time, accrued vacation time, and paid holidays.

**Madison County Government is an Equal Opportunity Employer.**