



# Madison County Vacancy Announcement

## Animal Shelter Animal Services Enforcement Officer

### Position Summary:

This position is responsible for performing tasks associated with enforcement of animal control regulations, receiving and responding to citizen request for animal control services included but not limited to the capturing and confining of stray, diseased, bothersome, unlicensed or potentially dangerous animals. The Animal Services Enforcement Officer is responsible for assisting with maintaining records of animals impounded and implementing various programs. Work is performed in accordance with County and State laws and under the general supervision of the Animal Services Director.

This position reports to the Animal Shelter Director.

This position is non-exempt under the Fair Labor Standards Act.

### Where to Apply:

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.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Responds to citizen requests for services and captures stray, sick/injured, diseased, and bothersome animals.
- Maintains records of various impounds, road activities, investigations, etc.
- Checks rabies certificates and issues citations for violations of State and County ordinances.
- Responds to bite calls and places biting animals under quarantine in accordance with State law.
- Treats all animals humanely, properly and with compassion at all times.
- Testifies in court against owners who disregard or violate ordinances.
- Operates a County vehicle in carrying out enforcement duties
- Educates the public on the importance of spay/neuter, animal welfare, County and State laws regarding animals.
- Responds to calls received by the 911 Communications Center involving animal related incidents.
- Maintains all assigned equipment to ensure proper functioning.
- Assists with cleaning of the shelter each morning and throughout the day as needed.
- Assists with intake, care, medical treatment, adoptions, transportation, and transfers of shelter animals.
- Will be placed on after-hours on-call schedule
- Performs related duties as assigned.

## **Education:**

Graduation from high school and 1+ years' experience in animal control field, law enforcement experiences, or an equivalent combination of education and experience. Must be certified Rabies Vaccinator or obtain certification within 6 months of employment. Must be certified Euthanasia Technician, or obtain certification within 6 months. Must complete courses related to basic animal control functions, or an equivalent combination of education and experience.

## **Knowledge, Skills, and Abilities:**

- Tact and courtesy in explaining animal control regulations to animal owners and the general public
- Ability to remain pleasant and calm in stressful situations.
- Independent judgment and initiative in application of the law.
- Working knowledge of laws and ordinances related to animal control, collection, care and disposal
- Working knowledge of breeds and temperaments of animals
- Ability and willingness to learn about and understand wild and domesticated animals.
- Ability to work with animals of unknown disposition and animals who may exhibit medical and/or other problems, including aggressive tendencies.
- Working knowledge of, or the ability to learn, the geography of Madison County
- Adequate knowledge of safety practices concerning the handling of animals.
- Ability to use the equipment and physical means necessary for the purpose of capturing and caring for animals
- Ability to maintain accurate records concerning daily activities, calls and investigations.
- Ability to explain and enforce State and local regulation pertaining to animal control operations
- Ability to communicate effectively in oral and written forms
- Ability to establish and maintain effective working relationships with coworkers and the public
- Exercises good judgment and initiative
- Working with minimal supervision and direction.

## **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- 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 exercise animals and capture the occasional escape artist
- Must be able to lift a minimum of 50 pounds on a daily basis
- Regularly required to lift, feel, touch, talk and hear
- Employee is frequently exposed to toxic, irritation, or caustic chemicals, animal waste, and outside weather conditions.
- The noise level is usually moderate in work environment.

**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 drug screens. Must possess a valid North Carolina Driver's License. Must have current rabies prophylaxis vaccinations, or obtain them within 6 months of employment.

## **Salary:**

\$27,874- \$30,992. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.