

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HUMANE INVESTIGATOR

Department: Animal Services
Pay Grade: 111
FLSA Status: Non-Exempt
Job Class: 4044
Risk Code: 8831

JOB SUMMARY

This is a specialty position related to the investigation and enforcement of animal codes and ordinances adopted by the Marion County Board of County Commissioners and Florida State statutes. Most investigations will pertain to animal cruelty, neglect, abuse, abandonment, dangerous animals, vicious animals and other special cases, and will include restraint, capture, and impoundment of animals. This position provides direct customer service with members of the community and requires conflict management skills.

ESSENTIAL JOB FUNCTIONS

- Perform as a skilled Animal Control Officer.
- Aids Director, Deputy Director and Manager as leadership support.
- Respond to calls regarding potentially serious violations of animal care and control laws.
- Perform investigations and inspections regarding animal cruelty and neglect violations, aggressive and/or dangerous dogs, bite cases, and permitting related to breeders, businesses and organizations.
- Perform capture, and removal of abandoned, injured, diseased, dangerous, and vicious animals and livestock. Lift, carry, and safely transport animals.
- Prepare and maintain an extensive amount of complex legal documents involving violations of animal control and care laws.
- Provides daily instruction and guidance to the Animal Control Officers to ensure the department is performing duties without violating State Statutes and/or citizens' rights.
- Testify in court or other judicial proceedings to serve as an expert witness, submit documents, evidence, affidavits, and case summaries for the enforcement and/or prosecution of civil and/ or criminal infractions of animal laws.
- Perform considerable amount of complex and detailed data entry. Type reports to document animal impoundment, care, condition, and disposition. Use computer to

perform research related to property ownership and past or current animal code violations.

- Issue notices, warnings, instructions, citations, notices to appear, lawful orders to provide care, and petitions to the County Court Judge.
- Initiate proceedings held before the Dangerous Dog Board and County Court for prosecution of civil infractions as well as criminal violations of County and State regulations.
- Attends and may serve as a subject matter expert at conferences, public hearings and professional meetings, all of which may be held outside of the normal workday.
- Cooperate and collaborate with outside agencies such as local law enforcement agencies, the County Attorney's Office, State Attorney's Office, the Florida Fish and Wildlife Commission, animal welfare agencies, and other related agencies.
- Serve as a professional of the Animal Services Department and the Board of County Commissioners.
- Maintain records of all dogs declared dangerous living within Marion County. Collaborate with other animal control agencies regarding dangerous dogs.
- Complies with the requirements of the animal abuser registry and civil injunction list.
- Perform research pertaining to current and past animal code and control violations.
- Shall be available for a rotating twenty-four hour, seven days per week, on-call status for animal emergencies and related deadlines.
- Required to work at the appointed hour, as scheduled, and to work the entire work schedule.
- Ability to remain calm and professional during stressful situations involving animals and people.
- Participate in training process of employees.
- Perform other duties and tasks, including animal shelter work as assigned.
- Perform euthanasia of animals.
- Operate an assigned motor vehicle; maintain cleanliness of and fuel vehicle; checks tire inflation and fluid levels; request services and/or repairs as needed.
- Drive truck and trailer as needed.
- Provide public education lectures to individuals, groups, and organizations as directed.
- Participate in events held by the department as needed.
- Participate in special projects as assigned
- Required to report to work to provide support, coordination, and completion of duties as detailed by the Florida Division of Emergency Management ESF17 in the event of a disaster, severe weather threat, or other declared emergency.
- Provides excellent customer service to members of the general public and other County employees.
- Supports the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position functions as the on-call supervisor in rotation with other supervisors and, for a small group of employees, provides guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and four (4) years' experience in animal control and/or care or law enforcement, with a minimum of two (2) years' experience in animal control; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Successful completion of Florida Animal Control Officer Certification and Florida Animal Control Association Euthanasia Certification within six months of employment; and all three levels of National Cruelty Investigations courses.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong writing and typing skills. Must produce detailed documentation with minimal to no errors.
- Strong verbal skills, ability to successfully communicate and translate animal laws and terminology to members of the public.
- Ability to read, analyze, and interpret legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, boards and judges or juries, and respond effectively to sensitive inquiries, investigations, or complaints.
- Mathematical Skills
- Ability to add, subtract, multiply, and divide and all units of measure, using whole numbers, common fractions and decimals.
- Ability to maintain statistics.
- Ability to calculate figures and amounts such as discounts, proportions, percentages, area circumference, and volume.
- Problem Solving Abilities.
- Ability to prioritize cases and assignments.
- Knowledge of case preparation and reporting procedures pertinent to the judicial process.
- Ability to perform research and analyze statistics and other related data.
- Ability to read and interpret codes, ordinances, policies, procedures, rules and regulations.
- Knowledge of animal control, care, behavior, capture, and euthanasia techniques.

- Strong animal handling skills, including but not limited to, small animals, domestics, exotics, and livestock.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes participation in building a constructive team spirit where team members are committed to the goals and objectives of the team.
- Specialized Skills and Abilities
- Fluency in Marion County’s Animal Control and Enforcement Ordinance, Florida State Laws Relating to Animals, rules of criminal/civil procedures, and Animal Services’ policies.
- Keen ability to identify animals by breed.
- Knowledge of communicable zoonotic disease symptoms.
- Ability to remain calm in stressful situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand, walk, run, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear, smell, and lift up to fifty pounds; and will occasionally be required to lift one hundred pounds or more. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus. Ability to work expeditiously and cautiously in a fast-paced environment. Agile physical reflexes necessary to avoid injuries to self and coworkers. May be required to wear a respirator.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes or airborne particles, caustic chemicals; and will frequently be required to handle or move animals of various sizes, species, temperaments, and conditions of health, and will regularly be exposed to moving mechanical parts and outdoor weather conditions. Will be required to enter properties containing excessive numbers of live and deceased animals, waste and in various stages of decomposition. The noise level will be very loud.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.