

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.

ANIMAL CONTROL OFFICER I / II / III

Department: Animal Services
Pay Grade Range: 104 - 108
FLSA Status: Non-Exempt
Job Class: 4041
Risk Code: 8831

JOB SUMMARY

Responsible for educating the community and enforcing both the Marion County Animal Control Ordinance and Florida State Statutes, as they relate to animals; responds to animal-related calls in the field and provides exceptional customer service. Frequently encounters animals that may be scared, fearful, fractious, or dangerous and must handle all interactions safely, humanely, and with compassion.

ESSENTIAL JOB FUNCTIONS

- Responds to calls regarding animal control complaints. Investigates cases for state and county animal-related violations.
- Safely Operates county vehicles over a variety of terrain, using the most expeditious route and while observing traffic laws and regulations.
- Patrols designated locations for opportunities to educate the public on responsible pet ownership and violations. Issues written warnings and citations.
- Required to work well both independently and as a part of a team.
- Responsible for safely and humanely confining, handling, and transporting animals, including those that may be scared, fearful, fractious or dangerous in accordance with fear free standards.
- Performs a considerable amount of accurate data entry. Prepares substantial reports, records, files, and notes to document cases, to include those that may be presented as evidence in court. Leverages technology to perform research related to property ownership and past or current violations for civil infraction violations.
- Completes and documents substantial research relating to animal ownership; attempts to reunite pets with owners whenever safe and reasonable to do so.
- Appears in court to submit documents, evidence, affidavits, and case summaries for the enforcement and prosecution of both civil and criminal infractions of animal law. May be required to testify in or attend court, as needed, during days or hours other than the regularly scheduled work week.

- Communicates effectively and coherently over two-way radio channels while initiating and responding to radio communications.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations.
- Performs and assists with the administration of medications, vaccinations, and preventative medicine; implants microchips.
- Responsible for performing humane euthanasia in a safe and compassionate manner, in alignment with currently recognized gold standard best practices, for animals that have been identified as a threat to public safety and/or suffering physically or mentally.
- Provides public education to individuals or groups; attends events as a representative of MCAS.
- Attends trainings, conferences, events, seminars, meetings, hearings, and other continuing education opportunities.
- May participate in the chemical immobilization of animals, if certified and authorized by management.
- Responds to and assists fellow Animal Control Officers, Senior Animal Control Officers, Supervisors and Humane Investigators.
- Required to work a rotating schedule, to include nights, weekends, holidays, and on-call shifts.
- Operates an assigned county vehicle; maintains cleanliness, checks tire inflation and fluid levels, and requests services and/or repairs as needed.
- Safely operates trucks and trailers to transport animals, supplies, and equipment for events, transfer, agency assistance, and disaster response.
- May perform duties of department dispatcher or animal services representative.
- May perform shelter duties as assigned.
- Required to report to work as scheduled, and to work the entire assigned schedule.
- 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; including but not limited to disaster response at the shelter or pet-friendly shelter locations around the County.
- Provides exceptional customer service to members of the general public, volunteers, fosters, partners and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, online, written, or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position functions as an on-call emergency responder, and, for a small group of employees, provides guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

	ACO I	ACO II	ACO III
Education	HS Diploma/GED	HS Diploma/GED	HS Diploma/GED
License	Valid, State of Florida Driver's License upon hire and as a condition of continued employment.	Valid, State of Florida Driver's License upon hire and as a condition of continued employment	Valid, State of Florida Driver's License upon hire and as a condition of continued employment
Certificates	FAPAA ACO Certificate within one year of hire	FAPAA ACO Certificate FAPAA Euthanasia Certificate	FAPAA ACO Certificate FAPAA Euthanasia Certificate
Training	Mandatory County Classes	Mandatory County Classes	Mandatory County Classes
Experience	One (1) year experience in Animal Control/Care preferred	One (1) year experience as ACO	Five (5) years' experience as ACO
Immunization upon hire	Rabies preventative immunization required upon appointment	Rabies preventative immunization required upon appointment	Rabies preventative immunization required upon appointment
Pay Grade	104	106	108

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret legal documents.
- Ability to write and type routine reports with accurate grammar, punctuation, and spelling.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, boards and judges or juries.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rates, ratios, and percent.
- Ability to prioritize cases and assignments.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Knowledge of shelter policies, procedures, and operations.
- Knowledge of Emergency Management policies and procedures pertaining to animals.
- Knowledge of Marion County roads, subdivisions, and geography.

- Knowledge of humane capture, restraint and handling techniques.
- Knowledge of Marion County Animal Control and Enforcement Ordinance, Florida State Laws Relating to Animals, rules of criminal/civil procedures, and Animal Services' policies.
- Knowledge of communicable zoonotic disease symptoms.
- Ability to identify animals by breed, breed traits, assess behavior, and recognize common health conditions and symptoms of disease.
- Ability to perform research and analyze statistics and other related data.
- Ability to read and interpret codes, ordinances, policies, procedures, rules, and regulations.
- Ability to remain calm in stressful situations involving people and animals.
- Skilled in conflict resolution.
- 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.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly. While performing the duties of this job, the employee will occasionally be required to climb, balance, and run; will regularly be required to talk or hear; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, stoop, kneel, crouch or crawl, and smell. May be required to wear a respirator.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. 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. May be required to wear a respirator. May experience high levels of occupational noise exposure while working in the field or in the kennels.

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.*