**Animal Control Officer**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 7/23**

**Job Summary:** This position is responsible for providing prompt and humane response to animal related issues through the enforcement of ordinances associated with citizen complaints, animal regulation and health and human safety. The work is performed under general supervision.

**Essential Functions:**

1. Responds to animal-related complaints; interacts with citizens over concerns and resolves enforcement issues.
2. Responds to afterhours emergency complaints on a rotational basis including evenings, weekends, and holidays;
3. Assists the Health Department, Sheriff’s Department, Maryland State Police, and Emergency Services with issues pertaining to animals;
4. Interacts with STM Animal Adoption & Resource Center, DNR, Rescue Organizations, veterinarians, and other agencies on a regular basis;
5. Responds to nuisance, aggressive, sick and/or injured wildlife calls;
6. Conducts investigations as directed; e.g. Animal Cruelty, Bite Reports, Animal Attacks and at Large Animals
7. Answers phones, and schedules calls for service when on office detail;
8. Assists in providing adequate care of animals in our custody and properly maintains equipment as necessary;
9. Gives educational demonstrations at schools and other organizations as requested;
10. Issue Uniform Civil Citations, Writes Reports, Appears in Court;
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively represent St. Mary’s County Government to the public;
3. Knowledge of the relevant State Statutes and Local Ordinances governing the control and care of animals;
4. Ability to effectively handle a variety of animals in potentially dangerous situations;
5. Ability to effectively communicate with staff and members of the public;
6. Writing, communication skills, and case documentation in specific software.
7. Cruelty Investigations Certification Training and/or School.

**Additional Requirements:**

1. Must pass a pre-employment physical examination, background investigation and psychological evaluation.
2. Must maintain a valid Driver's license.
3. Must have Pre-exposure rabies vaccination series within 90 days
4. Must successfully complete the following FEMA Independent Study courses within the first

year of employment:

* 1. [ICS-100: Introduction to the Incident Command System](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b);
  2. [ICS-200: ICS for Single Resources and Initial Action Incidents](https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b);
  3. [IS-700: National Incident Management System, An Introduction](https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a);
  4. IS-10.a Animals in Disasters: Awareness and Preparedness;
  5. IS-11.a Animals in Disasters: Community Planning;
  6. IS-111.a Livestock in Disasters;
  7. IS-240.b Leadership and Influence;
  8. IS-241.b Decision Making and Problem Solving;
  9. IS-242.b Effective Communication;

1. Must successfully complete the East Coast Animal Control Academy within one year of employment.
2. Subject to call-back in emergency situations.
3. Must possess a Maryland Hunter Safety card or ability to obtain with 90 days of employment.

**Education and Experience:**

1. High school diploma or G.E.D;
2. Three years or more of professional animal handling experience.
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands constant strenuous effort. Required to perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching or, Work requires constant physical effort including lifting or handling of heavy animals, tools or materials of 60 pounds or more.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. aggressive human and animal behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

Must also have the physical ability to push/pull, squat, twist and turn. Requires standing or walking of 60%+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date