



JOB DESCRIPTION

JOB TITLE: Animal Services Officer

JOB CODE: 1170

DEPARTMENT: Technology Services/Animal Care & Services

FLSA STATUS: Non-Exempt

REPORTS TO: Animal Care & Services Supervisor

SUMMARY OF JOB PURPOSE

Performs a variety of animal regulation assignments in enforcement, treatment, quarantine, impounding, euthanasia, and disposal of animals to safeguard residents from nuisance and dangerous animals; advises the public on licensing, immunization, and other animal regulation programs.

ESSENTIAL FUNCTIONS

1. Responds to calls for service regarding nuisance animals, strays, barking, biting, injured, etc.; uses specialty equipment and techniques to capture, contain, and impound animals at-large, including sick, injured, and vicious animals; investigates animal bite reports; collects and prepares specimens for laboratory analysis.
2. Investigates nuisance and animal cruelty complaints; interviews witnesses; notifies owners and involved parties of animal violations and corrective actions; writes reports, issues citations, and prepares court documents; may testify in court as expert witness on citations issues.
3. Investigates request of service for dogs running at large, barking, and nuisance related issues; seizes animals as allowed by Douglas County Code; transports animals to County shelter; evaluates animals for survival and adoptability, and/or euthanizes animals as necessary; picks up and disposes of dead animals; cleans and disinfects vehicles and equipment.
4. Provides community outreach, educational services, and animal related information to the public, including video taping small segments for media broadcasts; promotes education and public awareness on animal safety and care; responds to questions regarding animal and rabies control issues.
5. Assists in operating County animal shelter in accordance with all laws, ordinances and established procedures; cleans and maintains safe and sanitary conditions in the animal shelter; performs basic animal care including cleaning and feeding animals, medical care, and restraint and infection control procedures.
6. Performs general office functions including collecting fees, records management, and computer entry; writes correspondence and reports; processes reports, forms, fees and files.
7. Creates and maintains complaint files; researches files and computer databases; updates automated and manual computer records and tracking systems; receives and sends information to and from other agencies and jurisdictions; coordinates activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Animal Services Officer

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) plus a minimum of one (1) year experience handling and working with animals in an animal shelter or animal control agency.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to the general public, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; perform operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; certification to handle controlled substances and to operate as a Euthanasia Technician by the Nevada State Veterinary Board, Nevada State Board of Pharmacy, and Federal Drug Enforcement Agency within one (1) year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed outdoors, in County Animal Shelter, and in an office environment; may be exposed to rabid and wild animals and potential physical harm.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.