SHAWNEE COUNTY, KANSAS
Position Description
Animal Control Officer I

POSITION NUMBER: **SH1035, SH1164** **FLSA STATUS:** **N**

POSITION DESCRIPTION

Under general supervision, this position has limited law enforcement powers pertaining to animal control ordinances. Performs other duties as required. This position is supervised by the Operations Chain of Command.

WORK PERFORMED

43% **Daily Work.** Drives a truck and routinely patrols the County to capture unleashed, unlicensed, vicious, diseased and injured animals. Responds to and investigates complaint calls regarding animals that are creating a nuisance. Removes animals from under houses, on roofs and in trees. Traps, tranquilizes and destroys animals when unable to utilize other methods of capture.

15% **Transportation of Animals.** Transports animals to animal shelter.

15% **Daily Records.** Keeps records and reports on animals picked up and related work activities.

15% **Public Service.** Provides the general public with information relating to pet owner responsibilities as well as applicable animal control and licensing ordinances.

6% **Criminal Charges.** Investigates possible code and ordinance violations as they relate to animal control. Serves citations.

5% **Dead Animal Disposal.** Retrieves and disposes of deceased animals.

1% **Bite Records.** Locates animals that have bitten humans. Arranges for quarantines of animals.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Applicable animal control laws.
- The various common species of animals and their behavior.
- Streets and highways of Shawnee County.
- Diseases that may affect various breeds of animals and diseases that are contagious to humans.
- The organization, regulations, procedures and functions of the sheriff's office.

Ability to:

- Establish and maintain effective working relationships with the general public, supervisors and fellow employees.
- Perform limited law enforcement duties related to animal control.
- Read, comprehend, interpret and apply State and County laws, resolutions, rules and regulations, procedures, policies and labor contracts.
- Complete simple to moderately complex written reports relative to animal control.
- Apprehend animals including those that are considered vicious.
- Understand and carry out oral and written instructions.
- Communicate clearly and effectively, both orally and in writing, using the English language, with Sheriff's Office personnel, other county personnel and the public.
- React quickly and correctly in emergencies.
- Work under distracting/ high stress conditions, using logical reasoning, common sense and available resources.
- Render credible testimony in court.
- Complete multiple tasks at once.
- Use and perform maintenance on firearms and other police equipment.
- Operate a sheriff vehicle in a variety of conditions.

Skill in:

- The application techniques of animal capture.
- The use and care of firearms and or other police equipment.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					**BODY/TRUNK**					**OTHER**				
Reaching			X		Sitting			X		Driving				X
Pushing/Pulling				X	Bending			X		High Elevation		X		
Climbing			X		Reaching			X		Unprotected Heights		X		
Throwing		X			Lifting-60 lbs.			X		Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment				X
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes			X	

Lifting-60 lbs.			X		Twisting		X			Cramped Body Position			X	
Pushing/Pulling			X		Squatting		X			Sustained Positions		X		
Carrying			X		Turning		X			Noise Levels (Excessive)		X		
Throwing		X			**LEGS/FEET**					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces			X	
Near Vision			X		Standing		X			Work Above Ground			X	
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects			X	
Talking				X	Jumping		X			In High Volume Traffic				X
EARS					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting-60 lbs.			X		Temperature and Humidity			X	

EQUIPMENT USED

Pole Rope	Winch	Net	Leash
Weapons	Traps	Tranquilizer Gun	Tommy Lift
Taser	Rifle	Shotgun	Telephone
Personal Computer	Two-Way Radio	Printer	Patrol Vehicle

MINIMUM QUALIFICATIONS

Certified High School transcripts or GED Certificate.

Certified College Transcripts (if applicable)

Military Form DD 214 (if applicable)

Must be 21 years of age.

Valid Driver's License.

No Felony or Domestic Violence Convictions.

SPECIAL REQUIREMENTS

Required to pass a background investigation, polygraph testing, pre-employment physical and drug screen.

Required to lift 60 pounds and occasionally must be able to drag up to 125 pounds.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information must be completed.

Good health and height/weight proportional.

Annual completion of in-service training.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____	_____
Employee's Signature / Printed Name	Date
_____	_____
Administering Supervisor's Signature / Printed Name	Date
_____	_____
Appointing Authority's Signature / Printed Name	Date

Created: 02/05
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