

**VACANT POSITION**  
**DEPARTMENT: ANIMAL CONTROL**  
**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>  
**SUBMIT APPLICATION & PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or to the HUMAN RESOURCES OFFICE  
**CLOSING DATE: Position will remain open until filled**

Job Title: Animal Control Officer (Position #1101)  
Salary: Pay Grade 10; Hiring Rate \$30,989 per year  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am - 5:00 pm; M-F; Overtime required; on-call every third week

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED required with a minimum of one to two years of practical experience involving animal control, animal handling, and public interaction; or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Requires emotional control when destroying animals at shelter. Must possess and maintain a valid Georgia Driver's License. Good work and driving records required. (No DUI within last 5 years.) Must complete mandate training for supervising minimum security state inmates within probationary period.

**GENERAL STATEMENT OF JOB:** Under general supervision, investigates animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment within jurisdiction. Maintains County animal shelter. Reports to the Animal Shelter Supervisor.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of light and some heavy equipment, tools and machines. Must be able to use body members to work, move or carry objects or materials. Must be able to operate and/or drive a truck. Must be able to exert up to one hundred pounds of force occasionally, and/or up to forty pounds of force frequently. Physical demand requirements are at levels of those for heavy physical work. Must be able to lift and/or carry weights of eighty pounds.

**ESSENTIAL JOB FUNCTIONS:** Observes areas of alleged animal control violations within the County and interviews available witnesses to determine if laws are being violated.

Informs persons perpetrating inhumane acts of laws and penalties for violations.

Requests law enforcement to arrest violators for transport.

Aids animals in distress by impounding starving animals and freeing trapped animals.

Removes animals from inhumane conditions and drives vehicle to transport animals to shelter or veterinarian for treatment and care.

Removes stray, unwanted, abandoned, abused, injured, rabid, and other animals from private homes as well as County streets and property; appropriately disposes of carcasses. Removes deceased dogs, cats and other animals from County streets.

Euthanizes animals as required; places dead animals in the incinerator.

Aids in the capture of wild dogs/cats by use of traps.

Inspects establishments housing or exhibiting animals to ascertain compliance with humane laws.

Prepares and submits reports of all activities such as incident reports, records of citations issued, rabies exposure form, etc.

Appears in courts as needed for citations issued.

Supervises minimum security or trusty state inmates at the Shelter or in the field and attends training as required to remain qualified.

Provides food and water for animals kept at shelter; cleans shelter.

Cleans and maintains department vehicle.

Prepares and presents various forms and reports as required.

August 19, 2020

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