



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Animal Control Officer	DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: LES Division Captain	GRADE/RANK: 13 & 15
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs routine protective service work in the enforcement of ordinances regulating the keeping of animals within the City of Staunton.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Patrols City for violations of Animal Control ordinances;
- Responds to complaints and responds to the public concerning ordinances and questions on animal control issues;
- Impounds abandoned and stray dogs and other animals;
- Checks dog licenses;
- Issues appropriate summons;
- Responds to animal rescue calls;
- Coordinates services with SPCA, Department of Health and other agencies and groups to ensure the safety of the public and the animals;
- Contacts owners to dogs having bitten someone, ordering quarantine of such animal;
- Receives and investigates citizen complaints relating to dogs, cats and other animals;

- Testifies in court on cases that were investigated;
- Coordinates lost animal reports with local SPCA;
- Disposes of unclaimed and rabid animals;
- Keeps appropriate records for documentation of services and complaints and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the law, ordinances and regulations governing the control and protection of animals; knowledge of the care of animals; ability to recognize various diseases including rabies symptoms; knowledge of restraining techniques; knowledge of the methods and procedures to be followed for potentially diseased animals; and the ability to deal tactfully with the public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High school diploma, GED or equivalent amount of training and experience. Certification thru Commonwealth of Virginia as an Animal Control Officer. Some experience working in the care of animals and dealing with the public.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license with a good driving record. Must satisfactorily complete all necessary departmental and statutory training requirements of this classification including certification in utilization of assigned weapons, including firearms and less-lethal devices. Must be able to work nights, week-ends, holidays and in inclement weather conditions.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work requires exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move object. Work requires considerable physical activity including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, and hazards. Work may be performed under emergency conditions and can involve personal hazard. Worker is required to wear safety protection and may be required to wear specialized personal protective equipment.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None

EXAMPLES OF EXPECTED DECISION MAKING:

Individuals must determine the potential danger the animal presents and the best manner and way to handle the animal to reduce the potential harm to the animal and to the public.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Animal Control Officer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief of Police and Chief Human Resources Officer

Revised Date: 2019