

Animal Control Officer

Lewis County Fiscal Court

Vanceburg, KY

- Starting Date July 1, 2023
- \$25,000.00 per year
- Full-Time

Lewis County Fiscal Court is accepting applications for a full time Animal Control Officer at the Lewis County Animal Shelter. The pay range for this position is \$25,000 per year based on experience, plus a generous benefit package. Please apply at Lewis County Judge Executive Office 112 Second St, Room 201 Vanceburg, KY 41179.

In Kentucky, an Animal Control Officer (ACO) is employed, contracted, or appointed by the county Fiscal Court and has peace officer status within that county to enforce state and local laws pertaining to animals. They have certain obligations under state law and we recommend educating yourself of these responsibilities prior to applying for a position as an ACO. You can learn more by visiting the KY laws page of the Kentucky Animal Care & Control Association.

Lewis County Animal Control Officer Job Description

Job Summary

This is a dedicated position involving knowledge in public service, law enforcement and animal shelter operations. An employee in this class is responsible for the enforcement of state and local animal control laws within the jurisdiction of unincorporated Lewis County and City.

Animal Control Officers provide quality services, protection and compassion to its citizens and animals, and assist in the general operation of the Animal Shelter. Duties are performed under general supervision.

Major Essential Duties

- Maintain records of impounded or destroyed animals as to type, breed, sex, date of disposition and location of pick up.
- Maintain reports as required by Lewis County Health Department for quarantine animals.
- Document, investigate, and follow up on incoming calls and complaints; follow up on verbal and written warnings; issue citations and testify in court as needed.
- Investigate abused animal's cases.
- Patrols streets with a good knowledge of county roads and streets
- Ability to be skilled in the use of devices used for capturing stray and wild animals, such as restrain pole, dip net and humane trap.
- Ability to operate a Lewis County vehicle; maintain vehicle for cleanliness, well-equipped, and properly serviced.
- Ability to operate and dispatch radio and telephone communications systems.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Thorough knowledge of animal control ordinances

- Ability to assist the public in choosing a pet for adoption and accurately completing adoption documentation.
- Ability to be on call 24 hours a day seven days a week.

Minor Essential Duties

- Knowledge and ability in the feeding and care of impounded animals; knowledge and ability to administer vaccines and worm medications.
- Accepts animals brought into the department by citizens and follows departmental procedures for this process.
- Assist in coordinating and planning the daily activities of the county office including upkeep of financial records including purchase orders and the procurement process.
- Works with volunteers and animal rescue groups, as necessary
- May be required to administer on the job training to new animal control officers.
- Perform any other animal care and control duties as directed by the Director.

Supervisory Responsibilities

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the direction of the Judge/Executive's Office:

- Supervise Animal Control Officer Trainees within Animal Control which may include the following:
- Assist in training and skills development.
- Evaluate progress.

Relationships

The Animal Control Officer performs duties within the Animal Care & Control department.

Qualifications

Education and/or Experience

- Graduation from a standard high school or the equivalent.
- Knowledge of animal behavior patterns and disease symptoms
- Knowledge of caring for and feeding animals

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and governmental regulations.
- Possess strong oral, written and listening skills.
- Ability to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and decimals.

Reasoning Skills

- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Interprets a variety of technical and instructional information.
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department.

Certificates, Licenses, Registrations

- Successful completion of the Lewis County Animal Control Officer training program within the time period dictated by the program.
- Successful completion of NACA Level I and II Animal Control Officer Course within a time period designated by the Director of Animal Care and Control.
- Possession of or ability to obtain promptly, a proper Commonwealth of Kentucky motor vehicle operator's license for type of equipment operated.

Other Knowledge and/or Skills

- Knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Ability to work under general supervision.
- Ability to exercise good judgment.
- Knowledge of kennel management and sanitary principles and procedures
- Ability to understand and carry out oral and written instructions.
- Ability to act independently within established guidelines.
- Ability to maintain accurate medical records.
- Ability to restrain animals.
- Must meet minimum requirements to be a sworn peace officer.

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environments described in the preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is usually moderate to high.
- Danger from moving traffic
- Exposure to aggressive and sick animals
- Exposure to zoonotic diseases and parasites
- Temperature levels will vary from extreme cold to extreme heat.
- Moisture levels will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water.

Comments

Must display the following:

- Positive communication
- Willingness to solve problems.
- Commitment to serving the county's best interests.
- Adherence to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Lewis County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and polices set forth by appropriate authorities.
- Must be a resident of Lewis County for emergency response purposes.
- Must have personal integrity and remain free of felony convictions.
- Must maintain confidentiality when required.
- Must be able to be on call 24 hours a day 7 days a week.
- Must be 21 years or older.
- Must be bondable.

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Address

112 Second St, Room 201
Vanceburg, KY 41179

Industry

Government