

POSITION: Animal Welfare Enforcement Officer
GRADE: 6N
CODE:

FLSA: Non-Exempt
DATE: 3/2016; 9/16; 12/17

Job Summary: Responsible for the humane care, confinement and cruelty investigation of animals in Cecil County; Direction is received from the Enforcement Supervisor and Animal Services Director; Performs other duties as assigned.

Essential Functions:

1. Maintains reports on all animal control responses.
 2. Retrieves and confines any animals at large or violating County regulations.
 3. Receives and processes complaints regarding loose or unlicensed animals, and maintains reports associated with call responses.
 4. Conducts Outreach and Education pertaining to animal welfare.
 5. Receives, responds to, and investigates complaints and inquiries regarding animal services. Investigates reports of animal cruelty, animal bites, and other suspected violations of animal laws. Investigates reports of nuisance and/or dangerous animals;
 6. Performs euthanasia of animals, maintains records of drugs required by State and County regulations, and maintains reports on animals retrieved in the field.
 7. Investigates cruelty complaints in a timely manner.
 8. Assists the health department at rabies clinics, quarantine assessment, etc.
 9. Adheres to the Cecil County Government Personnel Rules and Regulations.
 10. Perform other animal and shelter related duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Valid driver's license and driving record of less than 4 points;
 2. Ability to work with citizens of Cecil County courteously and make response time and service a priority;
 3. Vast knowledge of animal care and behavior;
 4. Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers; Ability to apply acquired knowledge to increasingly varied and complex tasks;
 5. Work an on-call schedule including some night and weekend hours;
 6. Computer skills and basic knowledge of Microsoft programs.
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Education and Experience:

1. HSD or GED
2. Minimum of (2) two years in an animal control environment or related field
3. Valid Driver's License.

Physical and Environmental Conditions:

Work requires ability to control, lift and carry animals handled at the facility. The physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is constantly walking, lifting 20-50 pounds, reaching with arms and fingers and performing repetitive motions. The employee is frequently stooping, kneeling and crouching. The employee is occasionally sitting and pushing up to 40 pounds. While performing the duties of

this job, the employee is constantly exposed to infectious diseases and working indoors. The employee is frequently working outdoors, in a noisy environment and being exposed to chemicals and fumes. The employee is occasionally working in a dirty, dusty environment and occasionally must wear protective equipment. The employee occasionally works in confined spaces. The employee occasionally works at heights, on ladders, or on scaffolding.

The above job description is not intended as, nor it should be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.