

Animal Care & Services Officer

Summary of the Position:

Performs animal Care & Services work for Dare County. The work involves patrolling assigned areas of the county to enforce animal control ordinances, related laws, rules and regulations. Officers carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

Essential Job Functions

- Responds to and investigates complaints from citizens concerning domestic, and some wildlife situations, including the pick-up of stray, sick/injured, and/or unwanted animals. Trapping animals as necessary to include feral cats for spay/neuter to control the feral population in Dare County.
- Transport of animals to/from the shelter
- Enforces County and State animal regulations and ordinances and issue appropriate notices for those in violation. Example, cruelty to animals, dangerous/vicious animals, and animal bites.
- Performs emergency animal rescue service, and will assume responsibility for being on-call several times per week. This includes responding to aggressive dogs and injured animals, and assisting Dare County Sheriff's Department when needed.
- Educates the public on proper animal care, wildlife concerns, and Dare County animal control regulations.
- Patrols assigned County areas.
- Prepares and maintains necessary reports and records, maintains telecommunications as needed. Performs routine vehicle and equipment maintenance.
- Serves and responds to court requests to include Dare County Board of Health Dangerous Dogs hearings.

Other Duties

Performs related work as required.

Knowledge's, Abilities and Skills

- Ability to perform duties efficiently.
- Handle animals safely and effectively.
- Effective communication skills with the public.
- Operate vehicle safely.

Training and/or Education

High school diploma or GED. Two years of progressively responsible experience in working with animals. Any acceptable combination of education, training and experience that provides the above knowledge's, abilities and skills.

Licenses or Certificates

Valid driver's license with a clean driving record.

Physical Demands

The work is regularly active with periods of heavy exertion, and is performed in office, field settings and outside in varying weather conditions.

Employee is subject to work beyond normal scheduled hours On Call, weekends, and holidays.