



LEVY COUNTY SHERIFF'S OFFICE

ANIMAL SERVICES OFFICER (CIVILIAN)

BRIEF JOB DESCRIPTION: The Animal Services Officer works under the direction of the Director of the Animal Services Division and ensures accountability within the Division and the Levy County Sheriff's Office. The Animal Services Officer performs duties and tasks specific to regulating the possession, ownership, keeping, care, and custody of animals. Enforce animal control laws and county ordinances. Ensure all calls are handled in a prompt, courteous and efficient manner. Maintain current certification for euthanasia and euthanize animals when necessary. Only a certified Animal Services Officer who has successfully completed a 16-hour Euthanasia Technician certification course will be authorized to euthanize an animal (§828.058 and §828.27, Florida Statutes). Respond to emergencies at the facility. Explains local laws, codes and ordinances relating to the care and control of animals, filing of complaints, and policies of the shelter to the public; Conducts investigations of complaints regarding animal cruelty and neglect; investigates animal bites, arranging for appropriate identification and quarantine. Issues notice or citation for violations of ordinances governing the care and keeping of animals. Receives and processes animals brought to the kennel for impoundment or possession release; redeems animals to proper owners; processes unclaimed animals for adoption; assists members of the public searching for lost animals or seeking to adopt animals. Captures and transports stray, sick, injured or potentially rabid animals to the kennel for appropriate processing, care and treatment, and quarantine if necessary. Cleans and disinfects kennels and cages, including cleaning food bowls and litter pans, sweeping and using high-pressure water hose to clean floors and walls. Ensures kennels and cages are safe for the proper treatment of animals. Maintains and sanitizes equipment used including assigned vehicle. Assists with administration of animal medications as directed by a licensed veterinarian, administers tests that are allowable without a veterinary license; scans for microchips. Testifies as necessary in abuse or attack cases. Assist in maintaining a variety of files, records, and reports regarding animal bites, quarantines, investigations, citations, and daily statistics. Assist in arranging for veterinary care as needed. Understand the Accreditation process of the agency in regard to the Animal Services Division. Participate in any required audits of the Division.

REQUIREMENTS:

- Must be a legal citizen/alien resident of the United States.
- Must be 18 years or older.
- Must have a High School Diploma or equivalent.
- Possess a valid Florida Driver's License.
- Possess a Social Security Card.
- If previously a member of the Armed Forces of the United States, service and discharge must be honorable or under honorable conditions.
- Be of good moral character, having no felony convictions; no misdemeanor convictions involving moral character, perjury, or false statement, as outlined in the Florida State Statute.
- Be able to meet our strict drug standard and pass our pre-employment drug screen.
- Must be able to bend, lift (up to 50 lbs.), reach, sit and stand for long periods of time. Vision or corrected vision to allow for reading computer screens, typing, documents, etc., hearing or corrected hearing to allow for receiving information for accuracy.

NOTICE: All conditions of this job posting are subject to the Sheriffs Discretion. The Levy County Sheriff's Office is an equal opportunity employer with Veteran's Preference.