



LEVY COUNTY SHERIFF'S OFFICE

ANIMAL SERVICES OFFICER

Assignment:	Law Enforcement Bureau	Status/Rank:	
Retirement Class:	Standard	Work Class:	Civilian
Supervised by:	Animal Services Director	Supervises:	

A. Position Summary:

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.

B. Examples of Specific Duties and Responsibilities

This section of the job description is not intended to be a comprehensive list of duties and responsibilities. The omission of a specific job function does not absolve a member from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.

1. Enforce animal control laws and county ordinances.
2. Ensure all calls are handled in a prompt, courteous and efficient manner.
3. 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).
4. Requires regular and prompt attendance, plus the ability to work well with others and as a team.
5. Respond to emergencies at the facility.
6. 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; sells rabies vaccination, microchip, or sterilization vouchers to citizens in a courteous and pleasant manner.
7. Conducts investigations of complaints regarding animal cruelty and neglect; investigates animal bites, arranging for appropriate identification and quarantine.
8. Issues notice or citation for violations of ordinances governing the care and keeping of animals.
9. 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.
10. Captures and transports stray, sick, injured or potentially rabid animals to the kennel for appropriate processing, care and treatment, and quarantine if necessary.
11. 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.
12. Assists with administration of animal medications as directed by a licensed veterinarian, administers tests that are allowable without a veterinary license; scans for microchips; properly handles controlled substances used for euthanasia.
13. Follows established procedures in the storage and accountability of veterinary medications and controlled substances.
14. Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes.
15. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities.
16. Maintains accurate records of daily work activities on appropriate software.

17. Testifies as necessary in abuse or attack cases.
18. Assist in maintaining a variety of files, records, and reports regarding animal bites, quarantines, investigations, citations, and daily statistics.
19. Assist in arranging for veterinary care as needed.
20. Participate in community relation events.
21. Understand the Accreditation process of the Agency in regard to the Animal Services Division.
22. Participate in any required audits of the Division.
23. Prepare and submit any required records in a timely manner.
24. Possession of organizational skills.
25. Professional telephone etiquette.
26. Assist the County Health Department with issues regarding bites and possible rabies infection.
27. Ensures adequate inventory of supplies and materials required.
28. Performs other related duties as assigned.

C. Qualifications:

Background History

1. Must pass a comprehensive background investigation, drug screening, and fingerprinting.

Experience

1. Two (2) years of experience with animals in a shelter or Animal Services function; OR an equivalent combination of education, training and experience.

Educational and Professional Certification or License Requirements

1. High School diploma or GED.
2. Valid State of Florida Driver License.
3. Animal Control Officer Certification.
4. Euthanasia of Animals Certification within six (6) months of date of hire.
5. Qualify with less-lethal weapons in accordance with agency requirements.

D. Knowledges, Skills and Abilities:

1. Ability to work alone and to establish and maintain effective working relationships with members of the general public, co-workers, volunteer organizations, elected and appointed officials, as well as members of a diverse cultural background.
2. Knowledge of the LCSO general orders, rules and regulations.
3. Ability to recognize problems and analyze resources in order to solve the problem.
4. Ability to motivate and inspire respect in others.
5. Good conflict resolution and stress management skills.
6. Ability to adhere, at all times, to the standards and principles of honesty, integrity, and the Agency's core values.
7. Knowledge of first aid principles and skill in their application.
8. Ability to understand and carry out oral and written instructions.
9. Knowledge of County geography and street and road locations.
10. Knowledge of modern office practices, procedures, and equipment.
11. Knowledge of the principles and practices of bookkeeping and accounting.
12. Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic and wild animals.

E. Job Title Specific Duties

1. Knowledge of Animal Services regulations, techniques, codes, laws and enforcement.
2. Knowledge of the principles and practices as applied to local government facilities construction, maintenance, equipment and security.
3. Knowledge of requirements for maintaining an animal shelter in a safe, clean, and orderly condition.
4. Ability to manage multiple activities and projects.
5. Ability to use a computer.
6. Ability to meet requirements of periodic in-service training (CPR, first-aid and etc.).
7. Knowledge of the work hazards associated with Animal Services.

8. Knowledge of the techniques of safe handling and maintaining the general welfare of animals.
9. Participates in capturing and impounding stray, diseased, or vicious animals using a variety of Animal Services devices and equipment including leash, muzzle, traps, and etc.
10. Ability and knowledge to investigate incidents involving dog bites or attacks.
11. Ability to conduct educational programs for schools and adult groups.
12. Knowledge to distinguish between various breeds of animals for proper identification.
13. Ability to use a radio for communications.

F. Physical/Mental Demands

1. Works in an outdoor environment, in sometimes rugged terrain and inclement weather.
2. Works near or around potentially dangerous animals.
3. Ability to load/unload animals into truck and cages.
4. Ability to lift and/or move objects of at least 50 pounds.
5. Capable of working under the pressure associated with the job assignment.
6. Work may require or subject the individual to have contact with hazardous or dangerous materials.
7. The job risks exposure to pathogens, extreme hot/cold temperature, diverse weather conditions, heights, violence, dusts, pollens, traffic and electricity.
8. Excellent manual dexterity.
9. Work includes mobility and the ability to walk, run, crawl, stoop, kneel, and etc. in all types of different terrain.
10. Ability to stand for long periods of time, balance, climb, grasp, pull, and reach.
11. Hearing at a level to discriminate sounds.
12. Visual acuity at a level to operate motor vehicles.
13. Ability to operate a variety of tools, capture equipment, and related gear used for capture and securing of animals.

G. Work Schedule

1. Work hours and days may vary depending on assignment(s) however, the preferred normal work schedule is eight (8) hours per day, Monday through Friday, or at the discretion of the Director. May be required to work in emergency situations.
2. Shall be subject to recall to on-duty status as the Agency warrants. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned. Performs related duties as required to control emergencies related to Animal Services ordinances and statutes.
3. May be required to travel to conferences or other training outside regular office hours.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Members may be assigned job-related tasks other than those specifically presented in this description.

DMS electronic signature shall indicate the receipt and review of this classification description by the member assigned to the position.

The Levy County Sheriff's Office is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status. Veteran's preference will be given to eligible veterans in accordance with existing laws. A copy of the LCSO Equal Employment Opportunity Plan is available upon request at our Human Resources Office.