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County Judge/Executive
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OFFICE OF THE COUNTY JUDGE/EXECUTIVE

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JOE SHRIVER
County Administrator
859.392.1415

MEMORANDUM

PLEASE POST IMMEDIATELY INTERNAL/EXTERNAL POSTING

DT: 9/8/17

TO: All Department Managers

FR: Joe Shriver 
County Administrator

RE: Vacancy in the Animal Shelter

There is an opening for a full-time Animal Control Officer in the County Animal Shelter. The essential functions of the position are attached. Starting hourly compensation is \$16.82. ***Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 P.M. on Monday, September 25, 2017.***

**Kenton County
Animal Shelter**

**Compensation: Hourly
Exemption Status: Non-exempt
Exemption Type: N/A**

ANIMAL CONTROL OFFICER

GENERAL NATURE OF WORK

This is skilled and semi-skilled work involving the execution of animal control functions for the County. An employee in this class is responsible for enforcement of Kenton County animal control ordinances and laws as well as the patrol and apprehension of stray and at-large animals. Duties are performed under standard supervision.

EXAMPLES OF DUTIES

Maintains records of animals impounded as to type, breed, sex, date of disposition, and location of capture.

Maintains equipment, building, and grounds in a clean and orderly condition.

Feeds and cares for impounded animals.

Euthanizes animals as required.

Patrols districts as assigned and serves on call periodically for responding to injured or violent animals.

Receives and follows up on incoming calls and complaints; follows up on verbal and written warnings; issues citations, investigates abused animals cases, and patrol jurisdiction when assigned. Including serving as a witness and assisting in the prosecution of alleged violators of animal controls laws and ordinances.

Uses catch pole, butterfly nets, crates, and other devices as necessary to capture animals.

Assists in answering inquiries, processing incoming animals, and solving problems as necessary.

Assists in maintaining equipment, and vehicles in a clean and orderly fashion.

Performs related duties as required.

Testifies in court as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Ability to get along with others in the work place and to respect their rights as

Animal Control Officer

individuals.

Ability to communicate verbally with individuals; ability to comprehend simple verbal orders and to perform the directed task.

Knowledge and use of good telephone answering techniques.

Ability to read and understand written work directives and to follow written program instructions.

Knowledge of safe work practices and ability to apply them in work day situations.

Ability to work effectively on a daily basis with limited supervision.

DESIRABLE TRAINING AND EXPERIENCE

Graduate of a standard high school or the equivalency, supplemented by experience in the care and keeping of small animals; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid motor vehicle operator's license.

On call 24 hours a day.

PHYSICAL REQUIREMENTS

Must be able to lift eighty (80) pounds or more to a height of four (4) feet or more.

Must be able to work extended periods of time using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.

Must be able to work in confined spaces.

Must be able to stand and/or walk for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Animal Control Officer

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date