

**POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA**

POSITION: Animal Control Officer
DEPARTMENT: Animal Shelter
WORK SCHEDULE: 2nd Shift, Days to be determined
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: April 1998

STATUS: Full-time

DATE REVISED: February 2018

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of Johnson provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Warden for the Animal Shelter, responsible for capturing and caring for stray animals in the County.

DUTIES:

Enforces County animal ordinances, explaining to public and issuing citations as necessary, and attending court for all pre-trial or trial activity of issued citations, as required.

Patrols problem areas for stray animals, receives radio dispatches, and captures stray animals throughout the County. Responds to complaints and inquiries from the public, investigating reports to determine validity, and resolving as needed. Transports captured animals to County facility.

Administers euthanasia according to Department guidelines, including determining appropriate animals, euthanizing, and ensuring proper disposal of remains.

Maintains accurate records as required, such as impoundment, euthanasia, performance logs, trip sheets, and vehicle gasoline usage and maintenance. Performs light vehicle maintenance and cleaning.

Answers telephone and greets office visitors, providing information and assistance, taking messages, and/or transferring/directing to appropriate individual or department.

Serves on 24-hour call for emergencies on rotation basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Practical knowledge of and ability to interpret local and state animal control rules and regulations.

Working knowledge of County geography, radio frequencies, codes, procedures, and limitations.

Working knowledge of standard English grammar, spelling, and punctuation, ability to compose and prepare correspondence and reports.

Ability to capture and properly handle animals of varying temperaments and health conditions, and to properly operate a variety of animal restraint equipment, including live traps, muzzles, tranquilizer or stun gun, and catch-pole.

Ability to properly operate a variety of standard office equipment, including a computer, calculator, fax machine, copier, scanner, and telephone.

Ability to operate hand and power tools, and law enforcement equipment such as, wrenches, drills, camera (video or 35mm), radio, vehicle, baton/nightstick, binoculars, tear gas/mace, rifle, handgun, shotgun, chemical tranquilizer kit, a mop, and broom.

Ability to use information sources such as Indiana Criminal Code and Johnson County Ordinances.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, veterinarians, pet owners, prosecutors, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to plan and layout assigned work projects, work on several tasks at the same time, work

rapidly for long periods, often under time pressure.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to analyze, evaluate, observe, diagnose, and investigate, and to count and make simple arithmetic additions/subtractions.

Ability to occasionally work extended hours, weekends, evenings, travel out of town to transport animals to facilities, but not overnight, and regularly respond to emergencies on 24-hour basis.

Possession of a valid driver's license.

II. RESPONSIBILITY

Incumbent performs duties according to accepted practices and procedures of the Department and local ordinances, with assignments guided by supervisor. Incumbent work is primarily reviewed for appropriate supervision or direction of assigned operations and compliance with legal requirements. On rare occasions, decisions are made in the absence of specific policies, and/or guidance from the supervisor. Errors are primarily detected or prevented through supervisory review and work errors could result in endangerment to self, others, and/or animals, and a loss of money to the department.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, veterinarians, pet owners, prosecutors, and members of the public for the purpose of giving and receiving information.

Incumbent reports directly to the Sergeant.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an animal shelter, vehicle, and outdoors involving sitting/standing/walking for long periods, sitting and walking at will, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing over 50 pounds, bending/reaching, crouching/kneeling, close/far vision, depth/color perception, hearing sounds/communication, speaking clearly, keyboarding, and handling/grasping/fingering objects. Incumbent works in extreme hot or cold temperatures, in wet/icy surroundings, in a noisy environment, in confined areas such as a kennel, and near fumes, odors, dust, or dirt, with/near chemicals. Incumbent must wear protective clothing or equipment, such as long pants, non-slip shoes, and gloves. Incumbent often works with or exposed to violent/irate/emotional individuals and responds to situations involving potential physical harm to self and others, such as aggressive animals.

Incumbent occasionally works extended hours, weekends, evenings, travels out of town to transport animals to facilities, but not overnight, and regularly responds to emergencies on 24-hour basis.

[Johnson County Application Link](#)

Interested candidates should provide a resume and Johnson County Application for Employment to the following:

Mike Clark, Animal Shelter Deputy Director mlclark@co.johnson.in.us or mail to 2160 N. Graham Road, Franklin, IN 46131