



HIRING NOTICE

ANIMAL CONTROL OFFICER – (PART-TIME)

The Animal Control Officer will respond to call-outs to investigate animal cruelty, neglect, and abandonment. The ACO will impound animals at the shelter. The ACO is responsible for ensuring that the shelter kennels are cleaned daily and that all animals are fed and watered. This position is fast paced, requires long periods of standing and working in all weather conditions and elements. This position requires a passion to help animals, however training and professionalism should always lead over emotions. This position requires access to sensitive information and the ACO is expected to handle such information within confidential information guidelines and with integrity and professionalism.

If you are a self-motivated, team oriented and customer service minded individual...we would love to have you join our growing team!

SEND COMPLETED APPLICATIONS, RESUMES & COVER LETTER TO:

Daniel T. Cook, Director of Operations

Mail:
203 N. Court Street, Suite 11
Campbellsville, KY 42718

or

Email:
daniel.cook@taylorcounty.us

APPLICATIONS ARE DUE BY 12 NOON OCTOBER 14th 2021

HIRING NOTICE

Taylor County Animal Control is now accepting applications for the position of;

Animal Control Officer (Part-Time)

The Animal Control Officer reports directly to the Director of Operations. This position will participate in staff meetings, events, and trainings as needed.

Essential Functions

- Respond to complaints and patrol in assigned geographic areas for stray, sick, injured, aggressive, unwanted and abandoned animals
- Handles Impoundment of stray and surrendered animals.
- Assist with educating the public through events scheduled for Public Education
- Enforce all State, County and City laws & ordinances concerning care, treatment, and control of owned animals.
- Conduct investigations on reports of Bites, Cruelty and Dangerous or Aggressive animals.
- Assist law enforcement and other emergency service agencies on calls involving animals.
- Issue notices and citations for violations of ordinances and testifies in court on animal cases.
- Regularly performs Kennel Cleaning, and Feeding of all animals housed at the Shelter
- Maintains Records and Prepares Reports as Needed
- Identifies basic symptoms of animal disease, sickness and health problems and handles transport to the vet for care
- Perform other duties as assigned by Director of Operations

Minimum Qualifications - Knowledge, Skills, and Abilities

- Understanding of Taylor County Fiscal Court and Taylor County Animal Shelter's mission, goals, and objectives and ability to work independently and in a team environment, demonstrating initiative and commitment to student success;
- Strong customer service skills to include patience, courtesy, empathy, conflict resolution, follow through, and ability to project a positive demeanor;
- Self-directed with an ability to multi-task, prioritize and meet deadlines under strict time constraints, and proactively problem-solve;
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with co-workers, visitors, vendors, and students.
- Exceptional ability to protect confidential and/or sensitive administrative information by maintaining integrity and discretion as appropriate
- Exceptional attention to detail and accuracy and the ability to process information, identify errors, compile reports as necessary
- This position will work a call-rotation, mostly at nights and weekends. A regular 24-hour work week will be expected. This position will on occasion work Holiday's and in adverse weather conditions.

Experience, Education, and Licensure

Minimum Experience: Minimum of three 3+ years of working in animal care or related field preferred, technical training, or equivalent combination of education & experience is a plus. Investigation experience is a plus.

Minimum Education: High School diploma/GED required; Higher Education or Military Experience preferred.

Physical Agility Test: Candidate must be able to complete a physical agility test, lifting up to 70lbs and lifting above head. The test is a pass/fail and is a timed event.

Background & Drug Clearances Will Be Completed

To be accepted, complete applications must have the following:

- ***A cover letter stating your interest in this position***
- ***An up-to-date copy of your resume/CV***
- ***The phone number and email address of three references (Please include your current/most recent Supervisor)***