



Unified Government of Cusseta-Chattahoochee County, Georgia

Animal Control Officer

Department – Animal Control

Reports to – County Manager

Does this position have any direct supervisory responsibilities? ☒ No ☐ Yes

If yes, please list the positions reporting to this position:

Essential Duties and Responsibilities:

- ✚ Enforces local laws and ordinances concerning the care, use, treatment, licensing and impounding of animals.
- ✚ Conducts investigations and inspections, issues warnings and citations, and reports daily activities. Educates the public about relevant animal regulations and humane animal care.
- ✚ Apprehends and confines strays, injured, and nuisance domestic animals in the most safe, humane and approved manner possible. Administers emergency first aid. Transports animals to sheltering facilities. Prepares animals for rabies testing. Disposes of dead animals.
- ✚ Assists in the care of impounded animals when necessary. Assists the public with information regarding animal control policies and laws.
- ✚ Appears for scheduled court dates and testifies regarding civil infractions, custody hearings and cruelty charges. Prepares written investigative reports that may be introduced as legal court documents.
- ✚ Respond to complaints from citizens. Track animals in all environments, at all times of day and night.
- ✚ Performs other duties as assigned.

Education and Experience:

- | | |
|---|---|
| <input checked="" type="checkbox"/> High School Diploma | <input checked="" type="checkbox"/> No experience necessary |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> 1-2 years related experience |
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> 3-5 Years related experience |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> 6-10 Years related experience |
| <input type="checkbox"/> Doctoral Degree | <input type="checkbox"/> Over 10 Years experience |



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Certificates, Licenses, Registrations, and Special Skills

- ✚ Obtain licenses and certifications as required

Working Environment

- ✚ Outdoor Setting
- ✚ Must be able to bend, push, pull, reach, climb, and heavy lifting.
- ✚ Exposure to animal related hazards when handling animals while assisting staff or the public

I have Read and understand this position description and agree to carry out all duties and responsibilities as stated herein.

Name (please print)

Signature

Date