

Job Description: Animal Control Deputy

TITLE: Animal Control Deputy
DEPARTMENT: Administration
REPORTS TO: Admin Captain

GENERAL SUMMARY

Animal Control Deputies report to the Admin Captain and are under the ultimate authority of the Sheriff. ACOs are responsible for performing protective service and routine maintenance work in the enforcement of ordinances related to animal control along with daily operation and maintenance of the Brunswick County Animal Shelter. This is a full time position.

This position has frequent exposure to risk situations (i.e. vicious, diseased and/or sick animals). Worker must be able to navigate at least 50 pounds and to restrain at least 125 pounds. Work involves moderate physical strain and requires some strength and endurance.

DUTIES AND RESPONSIBILITIES

- Demonstrate an understanding of the agency's mission, values, and vision
- Comply with agency established policies and local, state and federal animal control laws and regulations
- Operate and maintain animal shelter in accordance with local, state and federal laws, regulations and standards
- Rescue and transport animals
- Complete related assessment and applicable paperwork for each animal
- Facilitate medical care and/or treatment for animals, as necessary
- Ensure accurate reporting, documentation and maintenance of all records and files
- Respond to inquiries from the public
- Demonstrate excellent customer service when interacting with citizens in need of service in person and via phone
- Patrol assigned areas for safety concerns
- Issue summons relative to animal control law violations
- Maintain weapon and equipment in functional and presentable condition.
- Respond punctually to all assignments
- Perform related work as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of animal control practices in general and of the department in particular
- Have the ability to handle stressful situations and prioritize information as received
- Possess an extensive knowledge of the geography of the county and its borders
- Ability to effectively and efficiently communicate in English (written and verbal)

REQUIRED TRAINING

- Firearms Certification
Within One Year.
- Shall obtain Basic Animal Control Officer Certification
- May obtain Basic Law Enforcement Certification

MINIMUM QUALIFICATIONS

- Must be at least 18 years old
- High School Diploma
- Responsible work experience
- Valid Virginia driver's license
- Ability to pass background and credit check
- Law Enforcement Certified preferred, but not required