

Open Position Announcement

Application Close Date: Open Until Filled



SUWANNEE COUNTY SHERIFF'S OFFICE

Animal Control Officer

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The Suwannee County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. A complete, detailed job description for this position is available in the Suwannee County Sheriff's Office Human Resource office.

Position Title: Animal Control Officer

Hours: Monday to Friday -will also include some nights & weekends

Salary: \$32,000

Description of Position:

Under general supervision, performs protective service work in the field, enforcing laws and ordinances relating to animal control. Work includes interacting with the general public, enforcing laws and apprehending and impounding animals. Responds to complaints concerning animals at large, cruelty to animals, injured animals, animals creating a nuisance and animal attacks on humans and other animals. Responds to livestock, wild stock, exotic animals and domestic calls for service. Work is performed under the supervision of the Law Enforcement Lieutenant.

Duties and Responsibilities:

- *Assisting in the intake of animals into the shelter. *Assisting with the care & cleaning of animals and kennel areas.
- *Processes paperwork for animals that are brought in as stray or adoptions. *Performs & assists with the necessary euthanasia of animals. *Excellent customer service skills are required, including strong communication & interpersonal skills & the ability to deal tactfully with the public and explain laws & ordinances. *Investigates alleged animal bites to humans or domestic animals, including checking for current rabies vaccinations & County registration, quarantining animals, ascertaining rabies symptoms or potential symptoms & releasing animals from quarantine.
- *Issues warnings & citations to owners of animals in violation of County ordinances & testifies to those citations in County Court. Additionally, maybe required to testify in criminal proceedings. *Maintains agency vehicle, ensuring cleanliness & adequate supplies. *Assist with coordinating outside functions. *Dependable and punctual attendance is an essential function of this job. *Perform additional duties incidental to or inherent of the position that may be required through necessity of given situations.

Qualifications:

- 1) High School diploma or GED
- 2) Valid Florida Drivers' License
- 3) Must be at least 18 years of age
- 4) Never received dishonorable discharge from any branch of the armed forces of the United States.
- 5) No felony or misdemeanor convictions involving perjury or false statements.
- 6) Successfully complete a background investigation to include a drug screening.
- 7) Minimum of 1 year of experience dealing with animal maintenance, husbandry or enforcement preferred.
- 8) Requires successful completion of the 40-hour minimum standard training course approved by the Florida Animal Control Association, per Florida Statute, Chapter 828, Section 27 within 6 months of hire.
- 9) Requires State of Florida certification in Animal Euthanasia within 3 months of hire.
- 10) Previous experience working with animals preferred.

Knowledge, Skills, Licensing and Abilities:

*Familiarity with windows based computer system. *Ability to multi-tasks and work under stressful conditions. *Knowledge of the Sheriff's Office organization, departmental function, staffing, and standard operating procedures. *Ability to establish and maintain effective working relationships. *Organizational and time management skills. *Ability to handle confidential matters without compromising confidentiality. *Proficiency in both oral and written communication. *Knowledge of the Florida Statutes and Suwannee County ordinances relating to animal services. *Ability to care for animals using humane methods.

Physical Requirements:

*Sit/stand for long periods of time *See/hear at a normal range or with accommodations *Speak, read, write and understand English fluently *Manual dexterity *Bend/squat *Lift/Carry/Push-Pull up to 15 lbs. *Pass SCSO various driving tests as required *Pass all other courses/training as mandated by SCSO and/or FCJSTC

Equal Employment Opportunity Employer

The Suwannee County Sheriff's Office is an equal opportunity employer and a drug free workplace. Our Agency values the service of veterans to our country, supports recruitment of veterans, and veterans preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position. "The Suwannee County Sheriff's Office values the service of veterans to our country, supports recruitment of veterans, and veterans preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position"