



Town of Wytheville

Job Opening

Job Title: **Animal Control & Protection Officer** (Full-Time with Benefits)

DEPARTMENT: Police Department

FLSA DESIGNATION: Non-exempt

POSTED: 07/03/2024

HIRING RANGE: \$42,500 to \$48,500

Compensation will Depend on Qualification & Experience.

→ A full list of Full – Time Position Benefits are available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.

POSITION SUMMARY: The **Animal Control & Protection Officer** performs work in the protection of animals and the enforcement of animal control protection laws and ordinances as well as other related duties while working under the general supervision of the Patrol Lieutenant. The Animal Control & Protection Officer supervises part time Animal Control & Protection personnel and volunteers as assigned by the Patrol Lieutenant. Please review the *Essential Duties and Responsibilities* section of the attached job description for additional information.

Please refer to the attached Job Description for the full list of Required Minimum Qualifications

ENTRY LEVEL REQUIRED MINIMUM QUALIFICATIONS: Must not have record of any felony conviction or other disqualifying criminal history. Must be a U.S. citizen and be able to read and write the English language. Must be of good moral character and of temperate and industrious habits. High school diploma or GED equivalent. Related experience *preferred*. If not already certified, must be able to attend and successfully complete a DCJS Animal Control Officer Basic Course within one (1) year of employment. Must possess a valid Driver's License without record of suspension or revocation in any state. Must be always kept in good standing. Must have the ability to meet Department's physical standards. Some knowledge of law enforcement principles, procedures, techniques, and equipment: working knowledge of animal restraint and care techniques. If hired, continuation of employment will be dependent on maintaining physical standards and certification requirements.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: human.resources@wytheville.org, in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

Class Title: Animal Control & Protection Officer

Department: Police Department

FLSA Status: Non-exempt

Effective Date: July 3, 2024

POSITION SUMMARY

Performs routine and complex work in the protection of animals and enforcement of animal control and protection laws and ordinances and other related duties.

SUPERVISION RECEIVED

Works under the general supervision of the Police Patrol Lieutenant.

SUPERVISION EXERCISED

Supervises part time Animal Control & Protection personnel and volunteers as assigned by Patrol Lieutenant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Proactively patrols streets to identify violations of state or local animal laws including but not limited to animal welfare and protection, animals running at large, etc.
- Responds to and investigates complaints including but not limited to violations of animal welfare and protection laws, animals running at large, bites, property damage, etc.
- Performs animal welfare assessments and follow-up checks to ensure compliance with state and local animal protection laws; completes and maintains files and Companion Animal Welfare Assessment Forms.
- Investigates violations of any state or local animal protection, welfare or control laws and issues warnings or citations when violations are present; appears in court to testify when necessary.
- Serves various criminal or civil notices or papers related to enforcement of animal protection and control laws and/or coordinates these activities with the duly sworn officers of the Wytheville Police Department when necessary
- Proactively patrols streets to locate stray animals and promptly captures animals and transports them to the shelter.
- Removes dead, injured, or dangerous animals from streets; coordinates the removal of large dead animals with the Town's Public Works Department
- Cares for, feeds and houses animals at the cat shelter; provides maintenance

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and upkeep for the cat shelter.

- Maintains records and files of the cat shelter and the animals housed there; logs all incidents concerning animal control.
- Prepares a variety of reports for submission to the Commonwealth Veterinary Office.
- Prepares the cat shelter for inspection by the Commonwealth Veterinary Office.
- Compiles a variety of data regarding animal control data; prepares daily, monthly, and annual reports of activities.
- Maintains normal availability by radio, cell phone or telephone for consultation on major emergencies of precedent.
- Carries out duties in conformance with Federal, State, County, and Town laws and ordinances.
- Cooperates and coordinates with Wythe County Animal Control and Wythe County Animal shelter.
- Coordinates a public relations program to foster public awareness of ordinances regarding animal control and humane treatment of animals; works closely with the media, public interest groups and businesses to promote improved care and control of animals.
- Maintains departmental equipment, supplies and facilities.

REQUIRED MINIMUM QUALIFICATIONS

Requirements:

Must not have record of any felony conviction or other disqualifying criminal history. Must be a U.S. citizen and be able to read and write the English language. Must be of good moral character and of temperate and industrious habits.

Education and Experience:

High school diploma or GED equivalent. Related experience preferred. Any equivalent combination of education and experience will be considered.

If not already certified, must be able to attend and successfully complete a DCJS Animal Control Officer Basic Course within one (1) year of employment.

Knowledge, Skills and Abilities

Some knowledge of law enforcement principles, procedures, techniques, and equipment: working knowledge of animal restraint and care techniques.

Some skill in operating the tools and equipment listed. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public; ability to exercise sound judgement in evaluation situations and in making decisions; Ability to follow verbal and written instructions; Ability to learn the Towns' geography; Ability to meet the special requirements listed below;

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Class Title: Animal Control & Protection Officer

Certifications, Licensures and Special Requirements

Must possess a valid Driver's License without record of suspension or revocation in any state. Must be always kept in good standing.

Ability to meet Department's physical standards.

If not already certified, must obtain certification in DCJS Animal Control Officer Basic Course.

If hired, continuation of employment will be dependent on maintaining physical standards and certification requirements.

TOOLS AND EQUIPMENT USED

Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, personal computer, cell phone, various issued weapons, all required chemical/toxic munitions developed to humanly put animals down, emergency equipment, in-car camera equipment, body worn camera, and other equipment as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: October 1994; April 2002; January 2006; January 2007; January 2008; January 2009; January 2010; November 2013; September 2017; July 3, 2024.

Job Description Acknowledgement:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Signature: _____ Date: _____