

SENIOR ANIMAL CONTROL OFFICER
SALARY GRADE: 63
SALARY RANGE: \$31,332-\$48,565

General Statement of Duties

Performs difficult technical work enforcing animal control laws, investigating calls and animal bites, capturing and handling sick and injured animals and wildlife, issuing warnings and civil notices for violations, preparing and maintaining records and files, and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class supervises and participates in the enforcement of animal control and anti-littering ordinances and statutes for the County. Work includes responding to calls and investigating complaints concerning stray or vicious animals; impounding animals who have bitten people; capturing or trapping stray, vicious and wild animals; maintaining the animal shelter and caring for animals, investigating animal cruelty cases; enforcing laws and ordinances and testifying in court when necessary. Initiative is required in the effort to ensure that animal owners comply with regulations, and considerable judgment, firmness, and tact are necessary in considerable public contact. The employee supervises the work of an Animal Control Officer, Shelter Attendant, part-time Animal Shelter Attendant, and community service workers assigned by the court system. The employee is subject to the hazards in animal control including working in inside and outside environments, and the risks involved in handling wild, vicious or rabid animals. Work is performed under the limited supervision of the County Manager or his designee and is evaluated through conferences, reports, effectiveness of work performed and public feedback in animal control activities.

Duties and Responsibilities

Essential Duties and Tasks

- Responds to calls to investigate complaints of stray, wild or vicious animals; picks up unwanted pets, traps wild or stray animals; tranquilizes animals if necessary for handling; takes stray and unwanted animals to animal shelter for adoption, owner retrieval or euthanasia; removes wild animals to natural undeveloped areas and releases.
- Investigates reports of animal bites, impounds animals and enforces laws requiring confinement of animals for observation; may be required to testify in court if owners are charged.
- Investigates cases of cruelty to animals and recommends appropriate action; takes wounded animals for treatment or euthanizes if necessary; picks-up and removes dead animals.
- Operates a pick-up truck and animal handling equipment such as cages, traps, tranquilizers, catch and stick poles; sets traps and cages to collect wild or vicious animals.
- Cleans, maintains and provides customer service for the animal shelter; ensures animal confinement areas are cleaned and maintained in a sanitary manner; feeds and waters confined animals; makes routine inspections of animals and their cages to monitor health, safety and cleanliness; assists interested parties in claiming or adopting confined animals and processes required paperwork; collects fees and provides receipts; creates and places weekly newspaper ads to encourage adoption of animals from the shelter.
- Assists veterinarian on weekly site visits to euthanize un-adoptable or diseased animals and

decapitation of animals for the purpose of rabies testing; properly bags remains and transports to landfill for disposal.

- Organizes rabies and vaccination clinics; publicizes through the media, with flyers and through personal contacts.
- Maintains inventories and purchases supplies for the County Animal Shelter.
- Completes and maintains records and reports on animal control activities including reports on animals impounded, euthanized and adopted and court appearances.
- Attends Council meetings in the County's municipalities to answer questions and provide assistance with development of municipal animal control ordinances.
- Supervises the work of the Animal Control Officer, Shelter Attendant, part-time Animal Shelter Attendant, and community service workers assigned by the court system.

Additional Job Duties

- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of applicable State laws, rules and regulations, and local ordinances relating to animal cruelty investigations, rabies, animal control and proper confinement of animals.
- Thorough knowledge of methods of safely capturing and caring for animals.
- Thorough knowledge of breeds of animals to aid in identification of lost pets, to know the aggressiveness of both domestic and wild animals and to know if snakes are poisonous.
- Thorough knowledge of the laws, ordinances, policies and procedures for enforcing littering violations.
- Skill in trapping and safely handling stray, vicious and/or wild animals.
- Ability to deal courteously, tactfully and firmly with the public and to maintain composure in stressful situations.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with supervisors, employees, pet owners, animal protection organizations and the general public.
- Ability to prepare and maintain accurate logs and reports, to determine when animal control violations have occurred and to testify effectively in court when necessary.
- Ability to make arithmetic computations.
- Ability to safely operate a motor vehicle.

Physical Requirements

- Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, walking, grasping, hearing, seeing, talking and hearing.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and up to 50 pounds of force frequently, and 25 pounds of force constantly to move objects.
- Must possess the visual acuity for prepare and analyzing data and figures, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

- Graduation from high school and moderate experience working with animals, or an equivalent combination of education and experience.

Special Requirements

- Possession of Euthanasia Technician certification upon hire.
- North Carolina Animal Cruelty Investigator certification desirable.
- Possession of a valid North Carolina driver's license.

Bertie County
2026