Job Description
Animal Control Officer

Responsibilities: (Note: The duties listed below are normal for this job. These duties are no to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

Responsible for answering phone calls and assisting visitors courteously and professionally. Document complaints, concerns, and lost pet reports. Accept pets brought to the shelter by documenting, photographing, vaccinating, handling, and placing such pets into kennels/cages. Provide food and water for shelter animals on a daily basis. Clean the shelter, food/water dishes, kennels, cages, linens, equipment, etc.

Show visitors adoptable pets. Physically handle, document and adopt out such pets as well as return pets that are reclaimed. Receive checks and cash for adoptions and reclaims. Euthanize sick, ill, injured, unwanted, and aggressive animals in accordance with policy. Respond to complaints of animal stray dogs and cats at large; may lead to the capturing of vicious dogs or cats; patrols designated county areas for stray animals.

Capture, lift, carry and detain unwanted, stray, vicious, diseased, neglected, abused and/or abandoned animals; makes court appearances as needed; assist local Law Enforcement on animal calls and cruelty cases.

Requirements:

High School Diploma or GED
Valid Tennessee Driver's License
Must successfully complete Certified Euthanasia Technician licensure, National Animal Control Association levels I and II or similar.
Must pass drug screen and criminal background check

Qualifications:

Must be able to handle and care for animals in a humane manner; ability to act quickly and calmly in emergency and high stress situations; deal courteously and professionally with citizens in frequent contact with hostile and abusive members of the public.

Physical Demands:

Frequent sitting, standing, walking, bending, squatting, or twisting of upper body, carrying and lifting of at least 100 pounds; occasional exposure to heat and cold extremes; repetitive computer keyboard use and exposure to monitors; ability to multi task; operate a variety of equipment such as motorized vehicles, live traps, catch poles, squeeze cage, syringe, needles, etc. ; and the ability to touch, pet, and handle animals.

Work Environment:

Work is performed in the presence of animals in and about an animal shelter as well as outside surroundings where capture, restraint, and/or retrieval may be necessary.

Numerical Aptitude:

Requires the ability to add, subtract, multiply, and divide; determine percentages; determine time and weight; calculate dosages of medications using formulas.

Manual Dexterity:

There are regular requirements to use hands and fingers, handle or feel objects, control and reach with hands and arms; and must have average levels of eye/hand/foot coordination.

Language/Communication Skills:
Must have the ability to express and/or exchange ideas by means of spoken words or signaling; requires the ability to read and comprehend a variety of informational documentation, instructions, methods and procedures, correspondence and memos; ability to communicate with and before others with confidence.

Application form and resumes can be dropped off in person at Robertson County Animal Control at 2903 W County Farm Road, Springfield, TN 37172 or can be emailed to rpeach@robcotn.org