Animal Control Officer I #01575
City of Virginia Beach – Job Description
Date of Last Revision: 10-02-2015

FLSA Status: Non-Exempt  Pay Plan: General  Grade: 17

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Perform a variety of assignments in the enforcement of state and municipal animal control ordinances.

Representative Work Functions and Responsibilities
Patrol assigned zones throughout the City apprehending stray animals of all types, removing animals from vehicles involved in accidents, removing animals from the possession of persons being arrested, or assisting the public in the removal of dangerous wild animals, such as snakes and fowl to enforce animal control ordinances.

Issue summonses or secure warrants to persons whose animals are in violation of animal ordinances.

Euthanize severely injured animals to prevent suffering or the spread of disease.

Pick up and deliver injured animals to veterinarian for treatment.

Prepare deceased animals (that appear to have been bitten) for laboratory examination to control the spread of rabies; and pick up and dispose of deceased animals to prevent the spread of disease.

Maintain records of all impounded animals including the location and description of the animal to accurately track.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Effectively enforce animal control laws by picking up animals at large, checking dog licenses, ensuring cats and dogs are vaccinated against rabies, investigating animals for public nuisance, investigating all cruelty to animals complaints, placing animals in quarantine and completing forms for state health department to follow up during the quarantine period; properly file records of animals picked up; perform duties as animal caretaker when necessary.

Minimum Qualifications
High school or GED plus one (1) year of experience in fields related to animal control which provide the
required knowledge, skills and abilities and associated with the position of Animal Control Officer; or any
equivalent combination of experience and training which provides the required knowledge, skills, and
abilities.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with
Virginia or North Carolina DMV driver’s license eligibility requirements.

Preferred Qualifications
May vary with position assigned.

Special Requirements
Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be
available to work overtime when required to meet operational needs.

Knowledge-Skills-Abilities Required to Perform Satisfactorily
A. Knowledge
1. Knowledge of state and municipal ordinances relating to the enforcement of animal control.
2. Knowledge of various animal diseases and their symptoms.
3. Knowledge of techniques for the capture, custody and disposition of animals and fowl, both
   wild and domesticated.
4. Knowledge of geographical areas of the City.
5. Knowledge of proper, safe and humane procedures for euthanizing of animals.
6. Knowledge of departmental policies and procedures.
B. Skills
1. Skill in safe and proper handling of all animals and reptiles, both wild and domesticated.
2. Skill in the use of a firearm.
3. Skill in setting dog and cat traps.
4. Skill in the safe use of all safety equipment.
5. Skill in capturing various animals and reptiles.
C. Abilities
1. Ability to pick up and handle most animals, fowl, and reptiles.
2. Ability to understand and carry out oral and written assignments.
3. Ability to establish and maintain effective working relationships with peers and general public
   in a professional and unbiased manner.
4. Ability to accurately complete required written reports.
5. Ability to operate a pickup truck with cage in back.
6. Ability to operate a vehicle radio using proper procedures.
7. Ability to correctly identify various snakes.
8. Ability to investigate a variety of humane cases.
9. Ability to operate a 4-wheel drive truck, pulling a horse trailer, for the purpose of picking up
   large animals, such as horses, cows, etc.
10. Ability to patrol assigned geographic area without supervision present.
11. Ability to work effectively under adverse working conditions.
12. Ability to communicate both orally and in writing.
13. Ability to read and use a map book.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental
conditions inherent in the job setting, as well as the physical, mental, and sensory requirements
necessary to perform the essential functions of positions in the noted job title. A more detailed
description will be made available at the position (PCN) level.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this
title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to
limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use
of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or
level of difficulty.
NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.

Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 100 pounds of force on a regular and recurring basis, use of specialized Animal Control equipment, and use of standard office equipment.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes.

Performs clerical and manual tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure. Requires ability to effectively communicate information to wide ranges of experience/educated citizens/coworkers/supervisors.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.

May risk exposure to extreme heat or cold, wet or humid conditions, toxic and caustic chemicals, or animals/wildlife to include exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, and Lyme disease.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.

Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.

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