



Forsyth County Animal Services Officer I

CLASS CODE	1370	SALARY	\$44,371.00 - \$70,994.00 Annually
ESTABLISHED DATE	July 04, 2022	REVISION DATE	July 14, 2022

Purpose of Classification

The purpose of this classification is to preform specialized/general work functions associated with responding to animal complaints, picking up abandoned, stray and injured animals and enforcing all applicable animal control ordinances. This classification is considered the entry level for the Animal Services Officer series.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Responds to incoming calls from citizens concerning various animal control issues, such as stray/nuisance animals, aggressive animals, injured animals, loose livestock, animal behavior problems, and animal control laws; provides information and assistance, performs follow-up as appropriate.

Handles animals, restraining as appropriate/necessary, loads animals into cages and animal control vehicle and checks animals for injuries.

Patrols county roads to enforce the county animal control code/ordinances, locate and pick up stray animals; assist animals in problem situations; transports animals to the county animal shelter, veterinarian office, emergency veterinarian care or other locations; transports deceased animals to the county animal shelter and assist other agencies as requested.

Acts as a liaison between county and public on education and implementation of TNR programs.

Provides information and assistance concerning codes/ordinances, code interpretation, code compliance, and related issues; discusses violations and problems with animal owners, care givers, or other individuals; recommends solutions to problems; responds to questions or complaints concerning violations.

Identifies animal control code violations, deficiencies, or other areas of non-compliance; issues warnings and/or citations as appropriate; performs follow-up site visits to verify compliance.

Prepares case documentation for prosecution of cases in court; attends court and testifies in court proceedings

Interprets, explains, and enforces the provisions of applicable animal control codes/ordinances.

Operates a computer to enter, retrieve, review or modify data in computer database; verifies accuracy of entered data and makes corrections as necessary; utilizes excel, word, outlook, power point, pet point or other software programs.

Maintains records of animal control activities; prepares work plans; maintains database records of complaints, or other work activities, completes monthly activity report.

May assist with investigating cruelty and abandonment of domestic animals and livestock. Works closely with senior officers to gather information used to prosecute violators.

Assist field officers in unloading, checking in and relocating animals in the shelter.

Assist with special events to promote public awareness and education on local animal control to schools, clubs, groups, organizations and businesses.

Maintains communication via telephone and/or two way radio with dispatch, department or other agencies; provides information; takes and relays messages; responds to request for service or assistance.

Maintains assigned animal control vehicle and work areas; performs various cleaning, sanitary and maintenance task; operates various machinery, equipment, and tools associated with animal control activities, which includes assigned vehicle, catch poles, snake tongs, animal traps, leashes, mechanical tools, freezer, camera, computer, portable radio and other communication equipment. Performs general maintenance task to ensure the proper operation of animal control equipment. Monitors equipment operation to maintain efficiency and safety; reports faulty equipment

Responds to after-hours emergency calls for service on a rotating basis.

This position may work days, nights, weekends, holidays and on call.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

This classification is designated as a safety sensitive position which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED; supplemented by at least six (6) months of previous work experience that provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

Supplemental Information

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of a vehicle, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or

modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity and reasoning skills in situations involving citizens and animal control issues and in the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and utilize olfactory senses.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, toxic agents, or violence.

Forsyth County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.