

## Animal Control Officer

Oldham County Fiscal Court is accepting applications for a full-time Animal Control Officer to perform routine shelter duties. Work consists of capturing and impounding uncontrolled animals, assisting the public and shelter animal care duties. A high school diploma or GED is required. Applicant must possess a valid KY driver's license and be able to lift up to 75lbs. Must be available to work all shifts and weekends.

Applications are available in the Judge-Executive's Office at 100 W Jefferson Street, Suite 4, LaGrange or online at [www.oldhamcountyky.gov](http://www.oldhamcountyky.gov). Deadline for application submittal is December 13, 2018.

Mail applications and resume to:

Oldham County Fiscal Court

Tina Schaaf, HR Mgr.

100 W Jefferson Street, Suite 4

LaGrange, KY 40031

Or email to [tschaaf@oldhamcountyky.gov](mailto:tschaaf@oldhamcountyky.gov)

Oldham County Fiscal Court is a drug free workplace and an Equal Opportunity Employer.

**Oldham County Fiscal Court  
Job Description**

**Job Title:** Animal Control Officer

**Department:** Animal Control

**Reports To:** Animal Control Director

**FLSA Status:** Non-Exempt

**Salary Grade:** 24

**Salary Range:** 26,838.24                      32,205.89                      37,573.54

**Approved Date:** 4/3/2018

**Summary** Captures and impounds unlicensed, stray, and uncontrolled animals by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Snares animal with net, rope, or device

Cages or secures animal in truck

Drives truck to shelter.

Removes animal from truck to shelter cage or other enclosure

Cleans kennels, supplies food, water, and personal care to detained animals

Investigates complaints of animal bite cases

Destroys rabid or dangerous animals as directed

Examines dog licenses for validity and issues warnings or summonses to delinquent owners

Places adoptable animals according to established procedures

Examines captured animals for injuries and notifies Director if the animal is injured or ill

Maintains file of number of animals impounded and disposition of each

Maintains files of lost/missing pets and patrol log

Maintains files of dog licenses

Assists with public education and outreach as directed

Attends training as directed

Works scheduled hours which may include holidays, weekends and after hours

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office including Excel, Word and Outlook.

### **Certificates, Licenses, Registrations**

Valid Driver's License.

**Physical Demands** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee is frequently required to stand, walk, and occasionally run.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the kennel work environment is usually loud. The noise level outdoors is usually quiet. The employee is frequently exposed to animal bodily fluids, feces and parasites, and risk of animal bites and scratches.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.