

JOB DESCRIPTION

Job Title: Animal Control Warden

Department: County Commission

Reports To: County Administrator

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS:

- High School Diploma or GED is preferred.
- Six months experience working with animals is desirable.
- Knowledge of animal behavior, animal control laws, and skill in handling animals.
- Must have a valid driver’s license.
- Within six months of employment a certification for Animal Control and Euthanasia is required.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately.

Effective Date: 1/10

Revision Date:

Review Date: 1/11

Responsibility Area and Performance Standards

(Evaluated with team member input)

Performance Rating*

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1 2 3 4

40% ATTITUDE

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen's expectation.
- Always be respectful to everyone.
- Provide the highest level of respect to co-workers, citizens and customers.
- Must be able to change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate themselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and takes the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement.
- Is a good team member.
- Gives criticism to co-workers in private.
- Expresses their observations and suggestions in a way that promotes a positive outcome and avoids conflict.

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Responsibility Area and Performance Standards (Evaluated with team member input)		Performance Rating*			
* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding		1	2	3	4
25%	<ul style="list-style-type: none"> • Investigative Duties: <ol style="list-style-type: none"> 1. Investigates and captures animals suspected of being rabid 2. Conducts quarantine checks for rabies in bitten animals 3. Patrols for stray dogs 4. Transports animals to shelter 5. Cases of cruelty, abuse and neglect need to be reported to humane officer immediately 				
20%	<ul style="list-style-type: none"> • Responsibilities <ol style="list-style-type: none"> 1. Attend court hearings 2. Check and clean van 3. Keep equipment in good working condition 4. Promptly report repairs and safety concerns 5. Enforce county ordinances including, but not limited to, the euthanasia of dogs deemed unsuitable for placement with HSMC 6. Coordinates with HSMC to facilitate placement of adoptable dogs 7. Care and maintenance of dogs held in the County Animal Shelter 8. Maintenance of kennels in County Animal Shelter 				
15%	<ul style="list-style-type: none"> • Office Duties: <ol style="list-style-type: none"> 1. Completes and turns in weekly reports to county administrator 2. Maintains appropriate documentation and files 3. Verifies claims of livestock killed by animals 4. Answer phone when possible and return messages from public within 24 hours 				