



**Animal Control Officer I  
Morgan County Commission  
77 Fairfax Street, Room 101  
Berkeley Springs, WV 25411**

**40 HOURS PER WEEK w/BENEFITS  
HOURS MAY VARY TO INCLUDE EVENINGS AND WEEKENDS**

**KIND OF WORK:**

The Animal Control Officer I will be responsible for administering animal shelter activities. This position reports directly to the Animal Control Officer II, Animal Control Director, County Administrator, and ultimately to the Morgan County Commission.

Strong commitment to animal welfare and to excellence in public service; excellent analytical and communication skills; Demonstrated background in leadership, planning and management; ability to work collaboratively with local and state officials; demonstrated experience working in animal welfare or animal control; knowledge of animal welfare regulations and requirements and control methods; demonstrated strong public relations skills. Work includes active involvement in all aspects of directing, supervising, coordinating, and administering animal control activities and personnel. Eligible for License and certification by the West Virginia Board of Veterinary Medicine in animal control euthanasia techniques/procedures and as such able to perform this function.

**EXAMPLES OF ESSENTIAL WORK FUNCTIONS:**

- The list of essential functions, as outlined herein, is intended to be representative of the tasks performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
- Approves procedural exemptions in special cases.
- Develops and administers department budget; approves expenditures.
- Assigns tasks and projects; monitors field work; evaluates employee work performance; approves salary increases, discipline/discharge, transfers and promotions; hires personnel; reviews time cards.
- Provides information to news media and the public regarding animal control matters.
- Attends County Commission Meetings on an as needed basis.
- Inspects animal shelter.
- Receives complaints from the public; dispatches field personnel to complaint sites; monitors situations via two-way radio.
- Organizes files.
- Handles requests for assistance.
- Participates in special events.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of animal control laws and regulations.
- Skill in handling difficult animal cases.
- Ability to communicate orally and in writing with a variety of individuals and groups.  
Tracks and documents animal control statistical data.

**Minimum Experience, Skill Set, and Employment Requirements to Qualify:**

- Any level college degree preferred, but not required.
- Skill with Windows operating system and the Microsoft Office suite.
- Ability to successfully pass a federal, state, and local security background check.

**PHYSICAL REQUIREMENTS:**

This is physical work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. May be required to occasionally work evenings and weekends and holidays.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

**ADDITIONAL INFORMATION FOR APPLICANTS**

**APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Morgan County does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

**PROBATIONARY PERIOD:**

Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and

may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

**MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

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