

Polk County Sheriff's Office Job Description
4507 Animal Control Veterinarian
June 24, 2013, Revised June 16, 2017

Position Concept:

The Animal Control Veterinarian plans, organizes and oversees the activities of the veterinarian services within the Animal Control section. The member performs all surgical and medical procedures necessary for the overall health of animals maintained by the Sheriff's Office and reports to the Animal Control Administrator.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Animal Control Veterinarian may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Trains staff on prevention of zoonotic disease and proper handling of bio hazardous substances and sharps
- Maintains overall care of animals in the custody of PCSO
- Performs medical evaluations, emergency treatment and surgery of animals
- Establishes medical standards for the maintenance of healthy, safe and sanitary living conditions for all animals
- Oversees pre and post-operative care for animals
- Monitors shelter population for disease by receiving staff input and walking through the shelter
- Observes animal behavior
- Provides medical insight and staff training concerning drugs and procedures used for euthanasia and tranquilizing animals in a humane manner
- Provides veterinary medical assistance to investigations of mistreatment and neglect of animals
- Provides direction in ordering various vaccines, drugs and medical supplies
- Maintains and inventories all vaccines, drugs, and medical supplies
- Cooperates with the Drug Enforcement Agency (DEA) during audits
- Utilizes and oversees the use, care and maintenance of all medical and surgical equipment
- Evaluates animal medical cases for euthanasia
- Maintains accountability for controlled substances and logs for all class III and above drugs
- Determines appropriate action to prevent disease transmission among animals
- Makes presentations to organizations concerning veterinary care
- Communicates and builds continuing relationships with private practice veterinarians, rescue groups, and civic organizations
- Spays, neuters, and inoculates animals in accordance with Polk County Ordinance and state law
- Develops training and accompanying manuals in appropriate animal medical care
- Maintains knowledge of current animal laws and will be required to appear in court to testify in animal cruelty cases.
- Serves as an expert court witness as necessary
- Administers routine vaccinations and oral medications
- Performs necropsies and related analysis
- Prepares and maintains clear, concise medical records
- Ensures all medical data is accurately entered into the Chameleon database
- Communicates with various drug company representatives to ensure the most current and effective drugs are being utilized in treating the animal population

**Polk County Sheriff's Office Job Description
4507 Animal Control Veterinarian**

- Determines which animals should be treated by a private veterinarian
- Provides care and treatment for all impounded large animals
- Organizes, oversees and prepares animals for transport to private veterinary clinics for surgery
- Provides care and treatment for all agency K-9 dogs
- Operates office equipment
- Prepares paperwork associated with registering microchips
- Prepares and submits monthly medical/surgical statistics report
- Implants microchips in animals
- Schedules appointments for citizens for rabies vaccinations and post adoption medical cases
- Attends seminars to maintain a comprehensive current knowledge of veterinary medicine and to complete required continuing education hours

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- Possession of a Doctor of Veterinary Medicine degree from an accredited school of veterinarian medicine
- Possession of a Florida State Veterinary license
- Must be able to obtain a Federal Drug Enforcement Administration License
- Three to five years of experience in private veterinary practice or practicing shelter veterinary medicine, or an equivalent combination of education, training, and experience is preferred.

Professional Experience:

- Customer service, public contact or animal/kennel related work experience
- Comprehensive current knowledge of veterinary medicine

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Exposure

Environmental Conditions:

- Work is subject to exposure to adverse environmental conditions
- Work is subject to stand-by and/or call out for emergencies and shift work
- Must carry a cell phone and remain available for consultation
- Work may require acts of physical endurance and agility

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Safety rules and regulations
- General care of animals
- Florida State Statutes concerning animals
- Resources
- First aid procedures
- Animal diseases
- Rabies control
- Judicial procedures
- Geographical area Animal Control
- ordinances/procedures
- Chemical Immobilization techniques
- Surgical procedures for spaying and neutering canines, felines, and other common animals
- Humane euthanasia techniques
- Shelter medicine and best practices, standards, and guidelines of the veterinary profession that are used in the State of Florida

**Polk County Sheriff's Office Job Description
4507 Animal Control Veterinarian**

- Modern techniques for treating various animals for common diseases and injuries
- Quality assurance procedures and techniques

Ability to:

- Read and write English
- Operate motor vehicle
- Control animals
- Work independently
- Decide whether to perform surgery based on the animals' health status
- Understand, interpret and apply pertinent provisions of county, state and federal laws, rules, regulations and standards that affect the operation and administration
- Analyze situations, reach sound conclusions and take appropriate action
- Establish and maintain cooperative relations and tactfully approach citizens and staff

Skills:

- Report writing
- Computer
- Interpersonal
- Keyboarding
- Public speaking
- Problem solving
- Decision making

Physical Requirements:

- Walk
- Lift/carry push/pull 70 lbs
- Speak English understandably
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Manual Dexterity
- Ambulate Independently
- Run

- Training principles, practices and techniques
- Leadership and conflict resolution
- Respond to emergency situations
- Perform under stressful conditions
- Prepare clear, complete and technically accurate reports
- Perform work in an ethical and professional manner
- Effectively provide training and instruction to non-professional staff on a variety of medical techniques common to animal care
- Analyze program needs and develop, recommend and implement operational procedures, policies and protocols.

- Analytical
- Telephone
- Communication
- Clerical
- Investigative
- Independent judgement

- Climb
- Stoop
- Bend
- Kneel
- Crawl
- Recognize colors
- Strength to control animals
- Must complete prescribed inoculations for pre-Rabies Vaccine