



NASSAU COUNTY
HUMAN RESOURCES DEPARTMENT
96135 Nassau Place, Suite 5
Yulee, Florida 32097

MEMORANDUM

To: Department Heads
From: Ashley Metz *am/bls*
Date: July 17, 2021
Re: Animal Control Officer

Classification: Animal Control Officer
Department: Animal Care & Control
Pay Grade: 203
Pay Information: \$14.7994 Hourly (In accordance with CBA)
Requisition: 20000 – 3

Apply At: Applications will be accepted until filled. For additional information and to apply please visit www.nassaucountyfl.com or the Human Resources Department located at 96135 Nassau Place, Suite 5, Yulee, Florida 32097, Telephone (904) 530-6075 or Fax (904) 321-5797. Drug Free Workplace. This position is eligible for Veterans' Preference in accordance with applicable laws.

ANIMAL CONTROL OFFICER

Job Description, May 2009

Revised May 2021

Nassau County
Animal Care and Control

Major Purpose of Job

Responsible field work in the enforcement of County animal control ordinance and state laws relating to animals according to Chapter 828 of the Florida Statutes. To ensure the public is protected from diseased, problem and vicious stray animals and that the animals are humanely treated after being impounded. Reports to the Animal Care and Control Director. Position may require shift rotations, call-in after hours and/or weekends and holidays.

Major Job Duties

1. Patrols the County and may patrol the City of Fernandina Beach, Town of Hilliard, and Callahan. Picks up and impounds stray and/or animals at large.
2. Educates the general public regarding care and treatment of animals.
3. Removes animals from inhumane conditions and delivers animals to the animal facility for treatment and care.
4. Sets humane live traps, ensnaring, and handling of stray and/or dangerous animals.
5. Investigates complaints, determines if there is a violation and takes appropriate actions to comply with the Nassau County Animal Control Ordinances and Florida Statutes.
6. Issues warning and citations for violation of state and county ordinances.
7. Investigates reports of animal bites, animal cruelty and neglect.
8. Apprehends, impounds, euthanatizes and disposes of diseased, unhealthy, problem and vicious animals. Properly reports animals for submission to laboratory in accordance with County and State ordinances.
9. Works closely with the Sheriff's Office, Health Department, other agencies and veterinarians.
10. Deals with the public fairly and tactfully, especially during emotional or stressful situations.

11. Responsible for the pickup of trapped animals.
12. Testifies in court proceedings as a witness or plaintiff on behalf of the County.
13. Collects evidence, including photographs.
14. Conducts preliminary investigations and files reports on animal bites, animal cruelty, and neglect.
15. Maintains records, and prepares moderate to complex written reports on animals impounded, adopted, redeemed, relinquished and destroyed.
16. Responds to the emergency operation center when activated as directed.
17. Performs other related duties as assigned.

(These Major job duties are not a complete statement of all duties required of the job. Employees will be required to perform such other job duties as may be assigned or required.)

Additional Job Functions

- Provides care and maintenance of assigned vehicles, equipment and facilities.
- May clean and maintain kennels.
- May feed and care for sheltered animals including confined animals.
- May answer phones.
- May operate radio equipment to dispatch assignments to field units.

Minimum Qualifications

Knowledge, Skills and Abilities

- Thorough knowledge of the laws, ordinances, standards, regulations, methods, procedures and policies of the County as they pertain to the performance of duties.
- Considerable knowledge of the functions and interrelationships of County and other governmental agencies.
- The ability to work alone.
- Through knowledge of the terminology and various professional language used within the department.
- Ability to maintain effective relationships with personnel of other departments, professionals, and members of the public.

- Ability to react calmly and quickly in emergency situations.
- Knowledge of the occupational hazards and safety precautions of the job.

Education and Experience

- Graduation from high school or, a General Equivalency Diploma unless exempt as provided under Article 25.9.
- At least one (1) year of experience in the area of animal control and/or public health; or an equivalent combination of related training and experience that provides the required knowledge, skills and abilities.

Licenses, Certifications or Registrations

- Valid driver's license. Prior to application.
- Florida Animal Control Officer Certification and Euthanasia Certification within 6 (six) months from date of hire.

Essential Physical Skills

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| Stooping: | Bending body downward and forward by bending spine at the waist. |
| Kneeling: | Bending legs at knee to come to a rest on knee or knees. |
| Crouching: | Bending the body downward and forward by bending leg and spine. |
| Reaching: | Extending hand(s) and arm(s) in any direction. |
| Standing: | On ladders, on steps or on the ground for sustained periods of time. |
| Walking: | Moving about on foot to accomplish tasks, at times for long distances. |
| Lifting: | Raising objects from a lower to a higher position or moving objects horizontally from position to position. Lifting up to 75 pounds. |
| Grasping: | Picking, pinching, manipulating small objects in confined spaces. |
| Talking: | Expressing or exchanging ideas by means of the spoken word. |
| Running: | Fast for a minimum distance of 50 yards. |

Work Environment

- Work is performed in various locations, both indoors and outdoors. Exposure to heat and cold, wetness, humidity, machinery, hazards, electrical currents, smoke/dust, odors, dirt/pollen, dangerous animals, traffic hazards, and noise extremes.

Reasonable accommodation will be made for otherwise qualified individuals with disability.

Ronnie Burris
Business Manager

Ashley Metz
Human Resources Director