



BOARD OF COUNTY COMMISSIONERS  
**DESOTO COUNTY**

Human Resources Department  
201 East Oak Street, Suite 201  
Arcadia, Florida 34266  
Telephone (863) 993-4808  
Fax (863) 993-4809  
Drug-Free Workplace

**REQUISITION #22-25**

**RECRUITMENT NOTICE**

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

**POSITION:** ANIMAL CONTROL OFFICER  
**POSITION #:** 91703  
**DEPARTMENT:** ANIMAL SERVICES  
**SALARY RANGE:** \$14.63 (\$30,451.00) - \$20.27 (\$42,162.00)  
**OPENING DATE:** APRIL 05, 2022  
**CLOSING DATE:** UNTIL FILLED

**GENERAL DESCRIPTION:**

This is enforcement of County animal control ordinance and state laws relating to animals and to ensure the public is protected from diseased, problem and vicious stray animals, and that animals are humanely treated after being impounded. This position also participates in other County Development Department function areas, such as, but not limited to, Code Enforcement. Work is performed under the general direction of the Animal Control Supervisor.

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**ESSENTIAL JOB FUNCTIONS:**

1. Answers complaints made by citizens within the County. Enforces Animal Ordinance.
2. Works closely with the Sheriff's Office, Health Department, City and County agencies, and veterinarians.
3. Patrols the County in vehicles or on foot to look for violations to the County Land Development Regulations, Code of Ordinances, and/or other related codes and ordinances.
4. Prepares and issues written Notices of Violation, Notices to appear, and Citations.
5. Apprehends, impounds, euthanasia and disposes of diseased, unwanted, unhealthy, problem and vicious animals.
6. Cleans and maintains kennels. Feeds and cares for confined animals.
7. Maintains equipment used in animal control. Performs office work as required.
8. Maintains records, receipt book, collects money and prepares reports of animals impounded, adopted, redeemed, relinquished and destroyed.
9. Types Correspondence, memorandums, reports, records, orders, and other office documents from rough drafts, notes, and oral instructions.
10. Sorts, grades, verifies, files, and/or pulls from file materials, documents, and other records according to number, name, alphabet, and/or other prescribed procedures.
11. Maintains files with coding systems, output cards, tab guides, and other controlling devices.
12. Accesses, inputs, and retrieves information from a computer.
13. Gives information in person or by telephone to other units and the public, applying knowledge of rules, regulations, and procedures of the assigned unit.
14. Operates adding machines, CRT, fax, copiers, and other general office machines.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of animal placement guidelines.
- Knowledge of basic first aid for animals.
- Knowledge of courtroom presentations and procedures.
- General knowledge and understanding of development activities and other related functions

- Knowledge of State and County animal control regulations and animal care procedures.
- Knowledge and skill in trapping, ensnaring, handling, transporting, and caring for domestic animals and fowl.
- Knowledge to distinguish between various breeds of animals for proper identification.
- Available for emergency call out 24 hrs. a day, 7 days a week.
- Ability to work alone
- Ability to deal with the public.
- Ability to display compassion.
- Ability to maintain sanitary conditions of kennels, office, and vehicle.
- Knowledge of business English and spelling.
- Knowledge of arithmetic.
- Knowledge of office practices and procedures.
- Ability to communicate orally
- Ability to access, input, & retrieve information from a word processor or computer
- Establish and maintain effective working relationships with employees and general public
- Ability to prepare written reports
- Skill in trapping, ensnaring, handling, transporting, caring for animals in a humane fashion.
- Ability to operate a motor vehicle.

**MINIMUM EDUCATION AND EXPERIENCE:**

High school graduation or possession of an equivalency diploma. Two (2) years experience in handling, trapping, ensnaring, and transporting domestic animals and fowl. Two (2) years of general clerical experience.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License

Certified Animal Control Officer or ability to achieve certification by taking next scheduled State Animal Control Officers School

Certification for Euthanasia of Animals

Certification for Chemical Capture

Code Enforcement Certification Level One within one year of employment

**ESSENTIAL PHYSICAL SKILLS:**

- Heavy lifting and carrying (45 pounds and over)
- Reaching, pulling, smelling, pushing
- Climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running
- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without hearing aid)
- Driving
- Ability to access, input, and retrieve information form a word processor or a computer
- Ability to access file cabinets for filing and retrieval of data
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to answer telephone

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in various weather conditions with: noise, dust, extreme heat and cold
- Uneven slippery surfaces
- Animals, dead, vicious, and infected animals
- Heights
- Poor lighting
- Flea infested areas
- Stressful situations
- Exposure to zoonotic disease

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)