

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
<b>ASSISTANT ANIMAL CONTROL OFFICER</b>	\$10.86/HR	2-06-2015

WEBER COUNTY ANIMAL SERVICES - FULL TIME WITH BENEFITS

**JOB SUMMARY** Under general supervision of the Weber County Animal Services Department investigates complaints regarding animals. Collects and disposes of animals. Collects fees and issues dog licenses. **MAJOR DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Issues citations for animal control violations and appears in court as a witness to assist in the prosecution of violators. Captures stray and dangerous animals in the unincorporated part of Weber County and in cities and towns who contract for services with Weber County; quarantines animals which have caused injuries; handles animals who are suspected of carrying rabies or other diseases as prescribed by law; disposes of unclaimed animals according to law. Receives complaints by phone and in person about stray and dangerous animals; mediates disputes between neighbors; investigates complaints and determines proper action necessary for resolution. Receives moneys from individuals and local cities and towns and issues receipts; turns collected moneys into the Weber County Animal Services Office. Provides individuals and cities with information pertaining to laws and ordinances governing the keeping of animals in Weber County. Performs other duties as required.

**MINIMUM QUALIFICATIONS** High School Graduation or equivalent, AND Two years of increasingly responsible employment. OR Any equivalent combination of education and experience.

Knowledge of the methods of handling and transporting large and small animals; knowledge of safety precautions in capturing, housing, and disposing of animals; working knowledge of County ordinances regarding animals; knowledge of effective communication. Skill in public relations and sound decision making in stressful situations. Ability to capture, house, and dispose of stray and dangerous animals without endangering the public; ability to perform routine clerical duties necessary to complete reports and issue dog licenses; ability to communicate effectively both verbally and in writing; ability to establish good working relations with employees, the public, and other agencies.

**SPECIAL QUALIFICATIONS** Must possess a valid Utah Driver's license and have a good driving record. Must have no record of criminal activity or drug use.

**TOOLS AND EQUIPMENT USED** Patrol vehicle, animal capture equipment, radio.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

**POSITION CLOSES FEBRUARY 20, 2015**

**COUNTY APPLICATION FORM MUST BE SUBMITTED TO:**

**Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED**