

# NORTHAMPTON COUNTY LOCAL GOVERNMENT NOTIFICATION OF POSITION VACANCY

## Animal Welfare Services Supervisor I

Northampton County is accepting applications for an opening in its Sheriff's Department. The Animal Welfare Services Supervisor I is a supervisory position in the management of an animal shelter. This position like all other positions within the department may be required to participant in any emergency response activities as deemed necessary by the Sheriff or Chief Deputy.

**Education:** Completion of high school and some experience working with the public; or an equivalent combination of education and experience. Valid Drivers' License and background check with law enforcement is required.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE AT  
[www.northamptonnc.com](http://www.northamptonnc.com)

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson, North Carolina 27845

Grade 68 – Normal Hiring Salary Range: \$47,154 – Negotiable

Open Until Filled

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



# Northampton County Local Government Job Description Animal Welfare Services Supervisor I

## **General Statement of Duties**

The Animal Control Officer's primary purpose is to enforce ordinances and state mandates to both control animals and prevent rabies. The primary intent of the Animal Control and Rabies Prevention Program is to enforce state and local ordinances and statutes related to the control of both domestic and wild animals. The Animal Control Officer executes tasks to prevent the transmission of rabies and damage by animals.

## **Distinguishing Features of the Class**

An employee in this class is responsible for maintaining current state and local ordinance in handling public complaints / problems due to animal control. The Animal Control Officer's primary purpose is to enforce ordinances and state mandates to both control animals and prevent rabies. The Animal Control Officer reports directly to the Sheriff. The Animal Control Officer works closely with general public, Northampton County Police Officers, Environmental Health Secretary, Sheriff's Office Administrative Assistant, and various animal welfare groups. This position generally oversees the operation of the Animal Shelter and Animal Shelter Attendant. The Animal Control Officer's normal work hours are as follows: Monday-Friday 7:00am-3:30pm. The position may entail after hours calls and emergencies. Emergency calls are handled upon request. This position does not have a daily routine; it depends on the case and situation(s) that occur daily. An employee in this class must be certified to use tranquilizer gun, certified to administer rabies vaccinations, and be a certified Euthanasia Tech.

## **Responsibilities:**

- Answer complaints from public mostly about stray and unwanted animals and animals causing damage.
- Answer questions from general public pertaining to animal control issues.
- Patrols County to locate unvaccinated or troublesome animals.
- Check the ownership of stray animals.
- Capture unclaimed animals through physical skill, traps, tranquilizer or other means.
- Destroy vicious and diseased animals according to state and local policy, procedures and law.
- Network with local agencies and interested private organizations to locate homes for unclaimed and unwanted animals.
- Issue warning of possible ordinance violations to owners of unvaccinated or troublesome animals.
- Request Sheriff's Dept to serve warrants when necessary.
- Assists in conducting periodic vaccination clinics, which include weekend hours. C
- Capture and place the animals in local pounds.
- Administer vaccinations upon request.
- Investigate animal bites; preserve and ship or carry specimens for analysis.
- Responsible for purchasing supplies.
- Assist in mailing flyers for yearly rabies clinics, which include sorting and delivery to local post offices.
- Prepares monthly reports for Health Director and Sheriff.
- Maintains a daily log of animal euthanized, impounded, bites investigated and number of animals vaccinated at county clinics.

### **Other Position Characteristics:**

- **Accuracy Required in Work**

Maintaining current state and local ordinance in handling public complaint/problems due to animal control. Proper use of tranquilizer gun. Trapping animals in a safe and effective way. Administering rabies vaccine. Euthanize animals. Safely handle firearms issued to officer.

- **Consequence of Error**

If policies for rabies control are not handled properly, may result in a lawsuit. If pound is not maintained, may result in conflict with animal right activists. Improper use of tranquilizer gun may result in death of an animal. Improper use of weapons can result in the death of humans as well as animals.

- **Instructions Provided to Employee**

Calls are received from Sheriff's Office Administrative Assistant and Sheriff. Instructions may be given by Sheriff when required. These instructions are generated from public complaints. Most activities are unsupervised.

- **Guides, Regulations, Policies and References Used by Employee**

All public complaints are handled according to the state and local mandates. A Rabies Control Policy Manual is kept and updated yearly or when new ordinances are developed.

- **Supervision Received by Employee**

There is limited supervision in this position but supervisor is contacted when an unusual situation occurs. Employee reports to the supervisor on a daily basis. Employee is responsible for a monthly report, which includes data on the progress of program.

- **Variety and Purpose of Personal Contacts**

Works closely with general public and Northampton County police officers. Works with Animal Shelter Attendant, and Sheriff's Office Administrative Assistant. Also works with various animal welfare groups. Help the police force with any problems they may have relating to animal control and rabies prevention. Negotiate and sometime diffuse situations that may occur between parties involved in an animal control situation. May come in contact with irate public that may cause bodily harm. Hazards of getting bitten or scratched by a rabid animal.

- **Physical Effort**

Apprehend animals, which may include running and physical force.

- **Work Environment and Conditions:**

All work is done mostly outdoors with the exception of working in pound, receiving and answering calls and paperwork. Work conditions include all types of weather, inclement weather. Safeguard actions are followed by local policy for addressing working hazards according to OSHA regulations.

- **Machines, Tools, Instruments, Equipment and Materials Used:**

Telephone, cell phone, pager, two-way radio, ketch-all pole, shovel, dog/cat traps, gloves, tranquilizer gun, gas chambers, variety of weapons and firearms, nets, graspers, axe, daily and monthly report forms.

- **Visual Attention, Mental Concentration and Manipulative Skills:**

Visual attention and mental concentration are vital when using the tranquilizer gun or other weapons. Have to use manipulative skills to capture animals with traps. Knowledge of proper dosage unit to administer rabies vaccine. These efforts are a part of the daily job routine and it may require hours to complete the task.

- **Safety for Others**

If weapons and tranquilizer gun are used improperly, it may cause human injury. Safeguard instructions are maintained and kept assessable to prevent from improper usage. Equipment is maintained and checked to prevent defected parts.

- **Dynamics of Work**

Changes in state regulations and ordinances may occur, which will include new procedures in handling animal control problems. State regulation changes will affect department policies. During summer months there is an increase in public complaints.

**License or Certification Required by Statute or Regulation:**

- Certified Rabies Vaccinator
- Certified Euthanasia Technician
- Certified to use a Tranquilizer Gun