

Polk County Sheriff's Office Job Description
1423 Animal Control Investigator
September 22, 2004, Revised October 9, 2006

Position Concept:

The Animal Control Investigator ensures compliance to state laws and regulations to include the Dangerous Dog Statute (Florida Statute, Chapter 767). The member performs operational, technical and public relations duties and tasks specific to the position.

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 Investigator 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:

- Receive/review complaints and violations
- Investigate complaints/violations
- Follow up according to needs/statutes
- Liaison with citizens/other agencies
- Liaison with media
- Maintain files, records, case reports
- Record research
- Ensure compliance to laws/regulations
- Retrieve documents/evidence
- Take photographs
- Prepare/present cases
- Prepare summons
- Testify in court
- Advise procedural statute compliance
- Conduct site inspections
- Assist Rabies Technician
- Attend meetings
- Assist supervisor

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- Successful completion of forty (40) hours of training as mandated by the state for the Animal Control Enforcement Program
- Maintain Certification as required by Florida State Statutes
- Successful completion of state approved euthanasia training
- Notary for the State of Florida

Professional Experience:

- Minimum three (3) years animal control enforcement, law enforcement investigation or other investigation/regulatory related work experience
- A comparable amount of training and experience may be substituted for the minimum qualifications

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Exposure

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Environmental Conditions:

- Work is subject to stand-by and/or call out for emergencies and shift work
- Must carry a pager and/or cell phone when on/off duty
- Work involves day and/or night, exposure to inclement weather

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Animal control enforcement ordinances, laws and regulations
- Reporting requirements
- Notary laws
- First aid procedures
- Resources
- Photography equipment
- Geographical area
- Florida State Statutes concerning animals
- Court procedures
- County ordinances and violations

Ability to:

- Read and write English
- Perform investigations
- Control animals
- Euthanize animals
- Enforce laws
- Operate photographic equipment
- Operate motor vehicle
- Comprehend questions
- Read a map
- Recognize evidence
- Provide information correctly
- Use good judgment

Skills:

- Report interpreting
- Investigative
- Computer
- Interpersonal
- Report writing
- Interviewing
- Analytical
- Decision making
- Reading comprehension
- Public relations
- Problem solving
- Good communication
- Telephone
- Supervisory
- Keyboarding
- Clerical

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift/drag 45 lbs.
- Recognize colors
- Strength to control animals

For additional information on this position refer to the Job Task Analysis.