

**Polk County Sheriff's Office Job Description**  
**8818 Part Time Animal Control Enforcement Officer**

September 22, 2004, Revised October 9, 2006

**Position Concept:**

The Part Time Animal Control Enforcement Officer performs field work advising citizens and enforcing county ordinances and state statutes pertaining to Animal and Rabies Control laws. The member performs operational, clerical 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 Part Time Animal Control Enforcement Officer 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:**

- Advise citizens on animal ownership
- Obtain animal bite information
- Inform public of animal control regulations
- Advise public of complaint procedures
- Act as liaison between complaint parties
- Locate reported stray animals
- Check for rabies tags
- Locate animal owners
- Ensure enforcement of regulations/ and ordinances
- Issues citations/summonses
- Act as witness in court
- Investigate calls/complaints
- Prepare animals for rabies testing
- Destroys/disposes of unwanted/diseased animals
- Collects animal carcasses
- Assist in redemption of animals to the public
- Assist in boarding area maintenance
- Performs kennel duties
- Prepare forms and reports
- Assist with central office duties
- Attend Meetings
- Perform clerical duties as required
- Perform chemical immobilization

**Education, Professional Certification or License:**

- High School or GED
- Valid Florida driver's license
- Notary for the State of Florida
- Successful completion of a 40 hour minimum standards training course approved by the Florida Animal Control Association
- Successful completion of state approved euthanasia training
- Maintain Certification as required by Florida State Statutes
- Successful completion of Chemical Immobilization Training

**Professional Experience:**

- Customer service, public contact or animal/kennel 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
- Work may require acts of physical endurance and agility

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Safety rules and regulations
- General care of animals
- Animal control ordinances/procedures
- Chemical Immobilization techniques
- Notary laws
- Florida State Statutes concerning animals
- Resources
- First aid procedures
- Animal diseases
- Rabies control
- Judicial procedures
- Geographical area

**Ability to:**

- Read and write English
- Operate motor vehicle
- Read a map
- Control animals
- Respond to emergency situations
- Perform under stressful conditions
- Work independently

**Skills:**

- Report writing
- Computer
- Interpersonal
- Keyboarding
- Public speaking
- Problem solving
- Decision making
- Analytical
- Telephone
- Communication
- Clerical
- Investigative

**Physical Requirements:**

- Walk
- Lift/carry push/pull 70 lbs
- Speak English understandably
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Manual Dexterity
- Ambulate Independently
- Run
- Climb
- Stoop
- Bend
- Kneel
- Crawl
- Recognize colors
- Strength to control animals
- Must complete prescribed inoculations for pre-Rabies Vaccine

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