

**VACANT POSITION**  
**DEPARTMENT: ANIMAL CONTROL**  
**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers>  
**SUBMIT APPLICATION & PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or to the HUMAN RESOURCES OFFICE  
**CLOSING DATE: Position will remain open until filled**

Job Title: Animal Control Officer (Position #1101)  
Salary: Pay Grade PS11; Hiring Rate 37,648.00 per year  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am - 5:00 pm; M-W; 8:00am – 5:00pm, Sat & Sun.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED required with a minimum of one to two years of practical experience involving animal control, animal handling, and public interaction; or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess and maintain a valid Georgia Driver's License. Must complete mandate training for supervising minimum security state inmates within probationary period.

**GENERAL STATEMENT OF JOB:** This position is responsible for enforcing the animal control ordinance of the county, investigating animal cruelty cases, and performing related duties to prosecute criminal charges, ensuring humane treatment of animals in the county's protective custody, ensuring the animal shelter is properly cleaned, and animals within the shelter are adequately cared for. This position reports to the Director, or who he/she deems responsible in her/his absence.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of light and some heavy equipment, tools, and machines. Must be able to use body members to work, move or carry objects or materials. Must be able to operate and/or drive a truck. Must be able to exert up to one hundred pounds of force occasionally, and/or up to forty pounds of force frequently. Physical demand requirements are at levels of those for heavy physical work. Must be able to lift and/or carry weights of eighty pounds.

**ESSENTIAL JOB FUNCTIONS:**

Responds to calls from citizens; investigates reports of animal cruelty; prepares and files incident reports; interprets laws and ordinances and serves citations and subpoenas; impounds stray animals; provides aid to sick or injured animals; responds to animal bite reports; secures aggressive animals; arranges quarantine for animals; removes dead animals from the county right-ways and roadways; request law enforcement to arrest violators of the animal protection act.

Cleans and disinfects dog kennels and cat cages/condos; sweeps, mops, and disinfects floors; provides medical treatment to animals such as preventative healthcare; provides water and feeds animals; monitors animals for signs of injury or illness.

Answers multiple phone lines; processes complaints; dispatches field officers; records animal intakes, adoption education and counseling; prepares rabies specimens; prepares court cases; attends and testifies in court.

Performs euthanasia according to proper standards for sick, injured, aggressive, and unwanted animals, transports animals for disposal, disposal of the animals after euthanasia, completing documentation for record keeping

Responds to after-hours emergencies as needed; fits into a weekly on-call rotation; **will work on-call weekends** to ensure proper cleaning, sanitation, feed, and water for the animals in the county's custody.

Supervises minimum security or trustee state inmates at the Shelter or in the field and attends training as required to remain qualified, per Spalding County Correctional Institute policy. Works with Director to stay in compliance.

Cleans and maintains department vehicles and is responsible for all monthly vehicle inspections.  
Has knowledge and ability to operate all necessary functions of the shelter software.

Removal and pickup of dead animals on the roadways. Completes ACO log by the end of his/her shift and turns into Director. Completes all case reports within 24 hours of case works with public to prioritize pickup list.

**ADDITIONAL JOB FUNCTIONS**

Could be required to capture equine or livestock

Assist the Sheriff Office in criminal cases pertaining to the animal protection laws and county ordinances

Assist any and all other local, state, and/or federal agencies with cases pertaining to the animal protection laws and county ordinances

Assist constables with the removal and enforcement of county ordinances for animals, before or during an eviction.

Interacting with the public at the shelter, perform tours through the shelter and engaging with potential adopters as you assist with the public in meeting animals from the shelter.

Performs other related duties as required.

July 12, 2024  
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