

**VACANT POSITION**  
**DEPARTMENT: ANIMAL CONTROL**  
**OBTAIN APPLICATION: [www.spaldingcounty.com/careers](http://www.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: Senior Animal Control Officer (Position #1105)  
Salary: Pay Grade 13; Hiring Rate \$40,185.60 per year  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am - 5:00 pm; M-F; Overtime required; on-call every third week

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-issued GED required. Minimum of three (3) year 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. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia Department of Transportation Class (C).

**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, and acting as a first-line supervisor. Oversees the work of the Animal Control Officers and performs the duties of the Animal Control Supervisor in his/her absence. Reports to the Animal Control Supervisor.

**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. The work is typically performed in an office, stockroom, animal shelter, and outdoors.

**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/owned animals; provides aid to sick or injured animals; responds to animal bite reports; secure 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; record 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; disposal of the animals after euthanasia; completing documentation for record keeping and reporting information to the state department as required. Oversees all duties related to the euthanasia process, reviews euthanasia paperwork and assists the Animal Control Supervisor with controlled substances and animal selection for euthanasia.

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. Will be required to respond to after-hour emergencies in the event an Animal Control Officer is not reached.

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.

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. Including conducting adoptions, reclaims, and/or disposals of animals from the software.

Responsible for field training for all Animal Control Officers; completing their training packet to submit to the Animal Control Supervisor to review; reviews officer dog bite reports closed case reports and body cam footage as deemed necessary; acts as the first-line supervisor; reviews officer payroll logs for correctness; organizes and prioritizes field calls and trap setting; assist the animal control supervisor with adherence to the department budget; acts as Officer in Charge in the absence of the Animal Shelter Supervisor.

Ensures that department policies and procedures are followed; enforces regulations and county employee ordinance; responsible for reporting violations to the animal control supervisor as necessary; will be required to inform animal control officers of verbal/written warnings, write-ups or other actions deemed appropriate.

**ADDITIONAL JOB FUNCTIONS**

Assists the Animal Control Supervisor in educating, communicating, and displaying various public speaking classes and/or meetings with the community and other agencies.

Perform animal behavioral assessments of animals for temperament analysis to deem an animal available for adoption.

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.

Removal of reptiles from residential homes, businesses, schools and/or churches

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.

October 20, 2023  
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