



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Animal Control Officer (CD)  
(14000)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Department of Animal Control*  
(15)

**Revision Date:** January 2008

**General Description:** This is a public safety position that performs routine, semi-skilled tasks to ensure the public health and safety of animals and citizens.

**Organization:** The Animal Control Officer position is part of Hanover County's Career Development Program (CD). The Animal Control Officer Ladder has four levels ranging from Animal Control Officer I to Senior Animal Control Officer. Incumbents report to the Animal Control Field Supervisor and supervise no staff. Senior level Officers may provide workflow guidance to lower level Officers.

### **Essential Functions:**

- Responds to inquiries from the public.
- Patrols assigned areas for safety concerns.
- Rescues animals.
- Completes related paperwork.
- Maintains equipment as needed to perform essential functions.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - Animals – May come in contact with vicious, diseased, and/or sick animals
- B. Environment
  - Office – 20%
  - Field – 80%
- C. Physical Effort
  - Animals – Must be able to navigate at least 50 pounds and to restrain at least 125 pounds
- D. Non-exempt

**Knowledge, Skills and Abilities:** None required at first level. Knowledge of state and local animal control laws, preferred.

**Education, Experience and Training:** High school diploma or equivalent required with related experience desired. Higher levels on the Career Ladder require additional education up to an associate's degree. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Work beyond normal work schedule
- Shift Work, including weekends, holidays and nights
- Pre-employment Physical Examination/Drug Test/Alcohol Screening and repeated in accordance to policy thereafter
- Twelve-month probationary period
- Essential staff designation
- Must wear uniform
- Immunizations may be required