

**COUNTY OF LAUDERDALE, MISSISSIPPI  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ANIMAL CONTROL OFFICER**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to enforce state and county animal welfare laws and assist with local city laws. Assist the supervisor and senior officer in performing day-to-day activities. Duties and responsibilities include, but are not limited to: picking up abandoned animals off county property; investigating animal neglect and cruelty cases; issuing citations to violators; euthanizing sick, injured and unwanted animals; and performs other duties as required.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Enforces all county and state laws and assist with city laws dealing with domestic and wild animals located within Lauderdale county and the city of Meridian; ensures compliance of statutes by all residents; issues citations and affidavits to violators; presents cases to the court; prepares reports as necessary to document incidents.

Responds to calls concerning abandoned, stray animals; sets traps to remove abandoned or stray animals; picks up domestic animals and brings them to the animal shelter.

Receives calls from the public and employees regarding animals that need to be picked up; takes information regarding the location of the animals; dispatches officers to specified location.

Investigates animal bite complaints as received; impounds and quarantines animals for safety reasons and to guarantee rabies and/or other disease vaccinations; notifies owners of animals and victims of status.

Euthanizes sick, injured and/or unwanted domestic and wild animals as required by county policy; administers lethal injection to animals scheduled to be euthanized; ensures accurate records of process are kept and information is logged into computerized databases for departmental use.

Investigates reports of animal neglect and/or cruelty; questions owners and witnesses to gather evidence and facts; makes report and/or issues citations as necessary.

Answers the telephone and responds to complaints and questions from the public; provides information and counseling to citizens; educates the public concerning laws and ordinances relating to animal control.

Prepares and/or types various correspondence to include daily activity reports, call sheets, euthanasia logs, log sheets, receipts, and other documentation as required; takes photographs of animals; reviews paperwork for accuracy and completeness; enters information into computerized databases; makes edits and/or changes as needed; makes copies and files for departmental use and reference.

Cleans and sterilizes animal cages and runs; uses a shovel, buckets, sponges, brushes, and other tools to wipe down and scrub cages; applies disinfectant and deodorizer as necessary to rid cages and runs of germs and odor.

Assist the public with adoption procedures; collects fees for adoptions, reclaims and kennel fees; collects information from adopters; prepares and processes receipts for payments and fees; makes copies of all documentation and files in appropriate location.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required

## MINIMUM QUALIFICATIONS

High School diploma or GED; supplemented by 5 months previous experience and/or training dealing with animals and animal euthanasia; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Mississippi driver's license. Must hold a certificate for the use of pepper spray. Certification as a Euthanasia Technician desired, but not required.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.