

RECRUITMENT ANNOUNCEMENT

ANIMAL CONTROL OFFICER BERKELEY COUNTY ANIMAL CONTROL 8:00 A.M. to 5:00 P.M. \$27,332 Annually

APPLICATIONS MAY BE OBTAINED AT www.berkeleywv.org OR AT 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV 25401

APPLICATIONS AND OR RESUMES MAY BE SUBMITTED TO THE BERKELEY COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV OR rscales@berkeleywv.org UNTIL 5:00 P.M., FRIDAY, JANUARY 22, 2021

GENERAL DEFINITION OF WORK:

Performs professional and administrative work implementing and enforcing local and state ordinances regarding control of animals by apprehending stray, diseased, unlicensed, or annoying dogs, cats, or other animals. Supervision is received from the Berkeley County Sheriff or his/her designee.

ESSENTIAL- FUNCTIONS- TYPICAL-TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Enforces local ordinances and state laws as they pertain to animal control.
2. Assists in the maintenance and upkeep of animal control equipment, vehicles and facilities.
3. Maintains records and files of the animal shelter and animals housed there; logs all incidents involving animal control.
4. Assists in the establishment of animal control policies and procedures that provide needed services, equipment, or other resources.
5. Performs general administrative duties as appropriate.
6. Promotes the activities of the Animal Control Department to civic groups, social organizations, etc.
7. Provides the necessary County officials with regular oral and written updates on animal control activities.
8. Works cooperatively with other municipalities in animal control related areas
9. Participates, as required, in training programs for county animal control personnel.
10. Maintains firearms proficiency as required.
11. Develops and delivers, as necessary, appropriate public education information.
12. Assists in the day-today monitoring of the annual Animal Control budget.
13. Works regularly with the Nuisance Appeal Board in the preparation of case materials for presentation and action.
14. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of local, state and federal laws and regulations relating to animal control. Knowledge of the principles of animal control management and operations. Ability to establish and maintain effective working relationships with other agencies. Excellent oral and written communications skills. Ability to remain calm in stressful situations. Basic computer and data processing skills. Ability to work evenings, weekends and holidays as needed.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a high school diploma. Experience in animal control or animal care desired but not essential.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related

equipment, such as, but not limited to a, personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing, and pulling. Employee will be subject to the normal hazards associated with working around dogs, cats and other domestic and wild animals.

SPECIAL REQUIREMENTS:

- o Possession of valid driver's license that will enable the operation of Berkeley County Animal Control vehicles.
- o Firearms certified.
- o Within three (3) years of employment the successful applicant must become successfully complete NACA Levels I, II and III and Animal Cruelty Investigation Levels, I, II, and III training.

Revised: 01/21

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.