



HARRISON COUNTY SHERIFF'S OFFICE JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Animal Control Officer

DIVISION: Patrol

CLOSING DATE: 04/18/2024

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE
Law Enforcement Job Description

Position Title: Animal Control Officer	Base Salary: \$35,000.00 Annually
Supervised By: Division Sergeant	

ESSENTIAL FUNCTIONS

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of duties that are *essential* to the positions they fill. Therefore, individuals applying for the position of Animal Control Officer will initially meet and maintain the *Essential Functions* as described below. They are:

1. Section 1 - Speak, Write, and Read Reports and Comprehend Other Documents;
2. Section 2 - Handle Human Relations Problems;
3. Section 3 - Engage in Physical Activities;
4. Section 4 - Operate Vehicle;
5. Section 5 - Conduct Initial Animal Related Investigations
6. Section 6 - Present Testimony

An applicant for the position of Animal Control Officer in the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Animal Control Officer who is no longer able to comply with the requirements of the Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

SPECIFIC DUTIES:

In addition to the general duties required, Animal Control Officers will perform the following specific duties. Deviations from the duties within this job description are subject to the prior written approval of the Major of Operations. The Animal Control officer will:

1. Enforce state and city ordinances dealing with the care, treatment, licensing, and impounding of animals;
2. Patrol the county in an animal control vehicle, enforcing animal control laws, and requesting assistance where circumstances require;
3. Pick up sick, injured, stray, vicious, or unwanted animals, irrespective of weather conditions;
4. Conduct humane inquiries and inspections, and issue citations for animal cruelty and neglect;

5. Maintain records and prepare reports to be used as evidence;
6. Assist in kennel duties, including the euthanasia of animals;
7. Use capture sticks and other devices;
8. Wear and utilize protective clothing and devices, including gloves, belts, and other department issue or approved items.
9. Use communications devices such as the radio and telephone;
10. Employ *use of force* or *less lethal force* to stop potentially violent threats from animals;
11. Employ basic first aid in emergency situations;
12. Testify in criminal and civil proceedings, if instructed or required; &
13. Any other duty assigned by the Patrol Sergeant, Lieutenant or Captain.

CHAIN OF COMMAND:

This position reports and is accountable to the Division Sergeant. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. Must be at least 21 years of age.
2. Have a high school diploma or equivalent (GED);
3. Previous experience in recognizing the presence of infectious disease in domestic animals or the ability to learn;
4. In lieu of these qualifications, a combination of other training and experience may be considered.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work includes sitting, talking, hearing, using hands to finger, handle or operate objects, tools or controls and reaching with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, crawl, taste and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

RESTRICTED LAW ENFORCEMENT DATA

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