



CITY OF ISLE OF PALMS – POLICE DEPARTMENT

Animal Control Officer & Part Time Animal Control Officer

The City of Isle of Palms is accepting applications for both positions: Animal Control Officer and Part Time Animal Control Officer. Duties include animal control, protection and enforcement of laws and ordinances related to wildlife and animal control. **Minimum qualifications:** High school diploma or equivalent.

Applicants will be subject to a thorough background investigation to include criminal and credit histories, a polygraph examination and drug screen. Candidates must possess a valid SC Driver's License with no DUI or Driving Under Suspension in the past ten years.

Applications must be on the official Isle of Palms Police Department Employment Application

To apply, visit the City website at: www.iop.net for a job description and official police application. Information is also available at City Hall, 1207 Palm Boulevard.

Submit completed police application and any supplemental résumé information to the City of Isle of Palms, Attention: Human Resources, Post Office Box 508, Isle of Palms, South Carolina 29451 or wynnetted@iop.net

The City offers a competitive compensation and benefits package.

Applications will be accepted until the positions are filled.

EOE

Job Description

ANIMAL CONTROL OFFICER

FUNCTION:

Under limited supervision of the shift supervisor, the Animal Control Officer is responsible for direct contact with the public in the areas of animal control.

DUTIES:

Animal control, animal protection, and the enforcement of laws and ordinances related to wildlife and animal control.

Answers and investigates all complaints concerning animals.

Patrols City for stray, injured or distressed animals.

Issues citations to animal owners for non-compliance with City ordinances.

Maintains accurate daily record of activities.

Uses tranquilizer gun, traps and other means to capture stray or wildlife animals.

Administers first aid to injured animals and transports them to animal hospital.

Transports stray animals to appropriate facility.

Testifies in court when necessary.

Reports animal bites and suspected diseased animals to appropriate health officials.

Conducts periodic registration and disease control clinics for the public in conjunction with veterinarians.

Supervises day-to-day activities of Animal Control Officer/PT.

Coordinates the maintenance and repair of assigned equipment.

Trains Animal Control Officer/PT in the use of equipment, procedures, and applicable laws, ordinances and regulations.

Receives, reviews, prepares and/or processes reports as required by the Department and/or other agencies.

Refers to policy and procedures manuals, computer manuals, codes / laws / ordinances / regulations, publications and reference texts, etc.

Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local and state ordinances and laws pertaining to animal control.

Knowledge of common animal behavior and diseases.

Knowledge of effective methods of handling animals safely and humanely.

Knowledge of City geography.

Knowledge of relevant public agencies and personnel involved in all aspects of animal care.

Knowledge of common equipment used in animal control such as tranquilizer and dart guns.

Ability to handle animals, especially those that are diseased, injured or dangerous.

Ability to deal effectively with the public.

Ability to act quickly and effectively in emergencies.

Ability to perform vigorous physical activity when necessary.

Ability to deal effectively with Animal Control Officer/PT and other supervisors within the department.

EDUCATION, TRAINING, AND EXPERIENCE:

Graduation from an accredited high school or GED.

Advanced training through accredited animal control/care institutes.

Experience in animal care, handling preferred, or in equivalent combination of education and training which results in the abilities necessary to perform efficiently.

Possession of a valid South Carolina driver's license.

(Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities and it does not give exclusive title to every function described.)