



ALLENDALE COUNTY

Job Posting: INTERNAL AND EXTERNAL APPLICANTS

Department: ADMINISTRATION Post Date 11/16/20

Position Title: ANIMAL CONTROL/CODE OFFICER

Closing Date Until Position if Filled

SALARY RANGE - DEPENDING ON EXPERIENCE

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for enforcing state laws and county ordinances related to animal care and control. Maintains daily operations and activities of the Animal Shelter, ensuring the protection of public health and safety and providing a safe and humane environment for all sheltered animals.

ESSENTIAL JOB FUNCTIONS

Is responsible for knowing and enforcing compliance with state laws and county ordinances, related to animal care and control.

Responds and investigates complaints and inquiries concerning animals. Picks up stray animals, those suspected of carrying rabies, and those that have bitten people.

Investigates and prosecutes animal cruelty and neglect charges and when necessary seizes animals through court proceedings in accordance with department policies and procedures.

Provides and organizes rescues related to animal entrapments.

When necessary complete proper documentation to obtain both search warrants and arrest warrants from judges, in order to properly bring violators to justice.

Collects documents and secures evidence related to criminal cases in accordance with department procedures.

Assist other agencies with animal related problems and advises on laws pertaining to animal care and control.

Documents and administers medications to animals residing at the shelter to aide in healing; along with preventing illness associated with animals.

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Identify animal's behaviors and personalities for grouping when determining what type of home is best for the animal when adopted.

Processes intake animals into the shelter and places animals in appropriate kennels or cages for management and tracking of animals until the animal is removed from the shelter inventory.

Conduct education classes in schools, churches, and private organizations to promote community awareness of issues related to abandoned and unwanted animals.

Maintains and updates adoptive animal's profiles on internet sites and display boards located within the community to increase number of adoptions.

Interacts and communicates with an assortment of people including immediate supervisor, department employees, violators, the general public, veterinarians, representatives of law enforcement, DHEC, the Wildlife Department, and the Humane Society, etc.

Quarantines animals according to Shelter Policy. Assists veterinarians with euthanizing and examination of shelter animals.

Attends South Carolina Criminal Justice to receive state class 3 officer certification, when scheduled, and maintains certification by attending classes yearly.

Utilizes various types of machinery and equipment including pick-up truck, trap cage, muzzle, leash, choke chain, catch pole, two-way radio, lawn mower, telephone, fax machine, copier, adding machine, typewriter, computer, net gun, and any other equipment assigned for completion of duties.

MINIMUM TRAINING AND EXPERIENCE

- An Associate's Degree in Secretarial Science with one year's experience or high school diploma with three years' experience in responsible administrative assignments.
- Must possess a valid state driver's license (South Carolina is preferred)/Reliable transportation.
- Be able to undergo and pass a SLED Background Check.
- Must be able to pass a pre employment drug screen.

All interested candidates must submit a **JOB APPLICATION FORM** to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date. Applications (along with resume') can also be emailed to bgoodson@allendalecounty.com

POST JOB OFFER REQUIREMENTS: DRUG TEST/SLED BACKGROUND CHECK

Allendale County is an Equal Opportunity Employer.