

**Position Title:** Animal/Code Enforcement Officer

**Statement of Duties**

Position is responsible for performing animal control functions for the City of Mauldin. Responsibilities include enforcement of state and local laws and ordinances regarding animal control; providing back up to patrol officers; enforcing city codes and ordinances for noise, litter, parking, and licenses; maintains evidence for the police department; and preparing reports, courtroom security, and performing administrative duties.

**Supervision**

Employee works under the general direction of a Police Sergeant. Employee plans and prioritizes work in accordance with standard practices and previous training and is expected to solve most problems by adapting methods or interpreting instructions accordingly. Employee has limited access to confidential records.

Employee has access to confidential information including lawsuits against the City.

Employee does not exercise any supervisory responsibilities.

**Job Environment**

Position requires independent judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guidelines to be applied in a given situation. Employee is expected to understand, interpret, and explain to others the regulations and/or guidelines governing the work. The sequence of work and/or the procedures followed vary in each situation.

Errors can result in adverse public relations, personal injury/loss, injury to others, monetary loss, and legal repercussions to the City.

The position has constant contact with the public, for the purpose of enforcing laws and ordinances, investigating complaints, and responding to calls for service. Other contacts are with other city departments for the purpose of giving and/or receiving information and assistance. Contacts are often made in writing, in person, through electronic means, or by telephone.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Essential Functions**

- Provides back up to patrol officers when needed, assists in arrests, pursues fleeing suspects, uses firearms, conducts search and surveillance, transports prisoners, ensures the rights of individuals and equitable treatment.
- Provides animal code enforcement for the City, receives and responds to calls from citizens regarding stray animals, locates stray animals and transports them to city kennels.
- Feeds and waters animals and cleans kennels daily.
- Prepares reports and documentation as required, completes impoundment forms.
- Enforces city ordinances, patrols city to check for business licenses, parking restriction violations, unsightly yards, noise violations, litter violations, unlicensed vehicles, parking of trailers in residential areas, and emergency alarms.
- Writes warnings, prepares reports, issues court summons and subpoenas as required for noted violations.
- Provides testimony in court if necessary.
- Maintains property and evidence room, logs in all found property and recovered or stolen property, evidence, and property to be examined by the city, county, and State Law Enforcement laboratories.
- Transports vehicles for maintenance, prepares work order for necessary repairs, and takes vehicles to city shop for repairs.
- Makes bank deposits for the City of Mauldin as requested by departments.
- Performs other duties as required by the supervisor.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

The nature of the position involves a variety of field work which may include exposure to outdoor weather conditions more than 2/3<sup>rd</sup> of the time; high places, toxic or caustic chemicals, blood borne pathogens, exposure to diseases, vicious animals, rabies, animal bites, traffic, and threats from irate citizens up to 1/3<sup>rd</sup> of the time. Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, crouch, crawl, or run more than 2/3<sup>rd</sup> of the time; and sit, taste or smell up to 1/3<sup>rd</sup> of the time. Employee frequently lifts up to 100lbs., and occasionally lifts more than 100 lbs. Normal vision is required for this position. Equipment utilized includes light trucks, automobile, hand tools, office machines, computers, police safety gear, and firearms.

### **Education and Experience**

A candidate for the position should have a High School diploma or equivalent; one- (1) to three- (3) years experience related to code enforcement, law enforcement, and animal inspection; or any equivalent combination of education or experience.

### **Special Requirements**

A candidate for this position must also have a valid South Carolina driver's license. Class III certification required.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Animal restraint tools and techniques
- State laws and city ordinances, and procedures for police and animal law enforcement

Skill in:

- Communication and organization skills
- Handling animals
- Conducting search and surveillance
  - Data entry

And ability to:

Mauldin, South Carolina

- Detect hazardous conditions, resolve problems
- Maintain control when dealing with dangerous animals
- Prepare reports and maintain records
- Preserve and protect evidence
- Deal effectively with disgruntled citizens often under adverse conditions
- Manage multiple assignments in a detailed and effective manner