

Job Title:	Animal Control Officer	Department:	Police
Reports To:	Sergeant	FLSA Status:	Non-Exempt
Pay Grade:	106	Hiring Range:	\$45,135.38-\$68,531.20
Work Location:	City Hall (5 East Butler Road)	Hours:	Monday-Friday, 8:00am-5:00pm with additional hours as needed

Job Summary: This position is responsible for performing animal control functions and code enforcement for the City of Mauldin. Responsibilities include enforcement of state and local laws and ordinances regarding animal control, providing back up to patrol officers, and performing administrative duties.

Essential Duties and Responsibilities:

- Responds to calls for service related to animal issues. Patrols the city limits of Mauldin to observe, identify, and impound loose, stray, injured, vicious, or nuisance animals if necessary.
- Provides after-hours/emergency on-call Animal Control support with the supervisor's approval.
- Attempts to solve issues either through enforcement or educational processes. Promotes positive community relations through personal interaction and education regarding responsible animal ownership.
- Investigate cases of cruelty to dogs, cats, abandonment, barking dogs, etc. I
- Issues citations or obtains arrest warrants for violations of statutes that are either state, county, or city ordinance violations.
- Performs follow-up investigation on notices issued for correction in care of animals.
- Appears in court to prosecute violations of animal control ordinances. Coordinate with the City Attorney as needed for jury-trial cases.
- Able to provide for proper care of animals as necessary, including feeding, acquiring medical aid, and related duties. Maintains the city's animal kennel, ensuring it is cleaned daily. Offloads animals at Greenville County Animal Care and Services as needed.
- Prepares and maintains files (including records and reports) regarding impounded dogs, animal bites, quarantines, investigations, citations, financial records dealing with Greenville County Animal Care and Services, and daily statistics. Coordinates special projects as assigned involving aspects of animal control.
- Sets animal traps to remove stray or aggressive animals as needed. Ability to perform chemical capture of animals when all other means have been exhausted, in addition to properly maintaining an inventory of the chemical agents used for chemical capture. The ability to provide excellent customer service to the residents and business owners.
- Provide backup to patrol officers, assist in arrests, pursue fleeing suspects on foot, and uses a firearm.
- Attends meetings, specialized training and seminars as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current

with changing policies, procedures, codes, and criminal/civil case law; and maintains professional certifications and affiliations.

- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures. Operates general office or other equipment necessary to complete essential functions.
- Operates/maintains various equipment associated with law enforcement to complete work assignments
- Operates and maintains police vehicle, firearms, electronic control device, emergency equipment, radio/communications equipment and other law enforcement tools and equipment.
- Performs other additional duties as assigned by supervisor

Minimum Qualifications:

- High School Diploma or equivalent; and one year experience of progressive law enforcement experience; and/or
- An equivalent combination of education and experience may be considered; and, Completion of the South Carolina Basic Law Enforcement Academy training or the South Carolina Advance Class 3 Academy training and local Field Training.

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.
- Communication and organization skills.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- **Human Interaction:** Requires the ability to function in a team capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.
- **Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable, such as violation notices, inspection reports, plan reviews, progress reports, budget and financial documentation and reports, employee performance appraisals, regulatory reports, work orders, schedules, equipment and maintenance logs and reports, Council reports, policies and procedures, codes and regulations, etc.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the

ability to perform mathematical operations with fractions; may include the ability to compute discount, interest, and ratios; may include the ability to calculate surface areas, volumes, weights, and measures.

- **Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.

The duties listed above are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.