

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street
Farmville, North Carolina 27828-0086
OFFICE: 252-753-5774 / FAX: 252-753-2963

Animal Control Officer - Part Time

POSTED: Internal/External

POSTING DATES: November 30 to December 31, 2018

\$10 per hour – Approximately 20 hours per week

DEPARTMENT: Planning/Code

Primary Reason Classification Exists

To perform technical field work in the enforcement of animal control ordinances within the Town of Farmville

Distinguishing Features of the Class

An employee in this classification is responsible for enforcing Town ordinances related to the control and treatment of animals. Work also includes educating the public about animal control ordinances and serving as an informational resource providing information about adoption, care, and treatment of animals. This employee works under the immediate supervision of the Planning Director and work is evaluated through observation, review of records, and feedback from the public on effective public relations, and overall effectiveness of the animal services program.

Essential Duties:

- Responds to and investigates complaints regarding domestic animals and wildlife
- Patrols streets for stray and/or unlicensed animals (including wildlife and agricultural animals when necessary), impounds them, and takes them to the animal shelter
- Investigates reports/complaints of animal bite reports, animals running at large, barking dogs, potential issues involving animal cruelty, reports of dead animals, other related concerns; coordinates the handling of animals with the county health rabies staff
- Investigates and evaluates routine cases of alleged cruelty to animals and complaints of animals causing excessive noise
- Issues citations to those found violating animal control and protection laws and ordinances
- Rescues injured animals and transports same to an appropriate holding facility
- Prepares detailed investigative summaries for presentation in court. Coordinates with prosecuting attorneys and witnesses for court testimony
- Prepares written reports of cases investigated
- Assists other law enforcement agencies with animal related problems including county health department, municipal fire and rescue agencies, and zoning enforcement offices
- Performs maintenance duties at animal kennel
- Performs related work as required

Knowledge, Skills, and Abilities:

- Knowledge of local/state laws, ordinances, regulations governing the control of animals and the protection of livestock and fowl
- Knowledge of proper procedures for handling & examination of domestic and wild animals which may be diseased or aggressive
- Knowledge of basic animal care
- General knowledge of the geography of the Town
- Ability to apply judgment, tact, and discretion when communicating with the public
- Ability to understand Town ordinances and general statutes that apply to animal control
- Ability to follow oral and written instructions, complete required forms, and operate a municipal radio and Town vehicle
- Ability to recognize rabies symptoms and apply standard procedures to actions taken

Education and Experience:

Graduation from high school or GED equivalency and some prior experience in the care or handling of animals and/or code enforcement work

Special Requirements

- Valid North Carolina driver's license
- Certified in first aid and CPR

POSTED BY: Cindy Thomas

DATE: November 29, 2018

Applications will be accepted at Town Hall until position has been filled. You may obtain an application at www.farmvillenc.gov or from the Human Resources department Monday through Thursday, 7:30am to 5:30pm and Friday 8am to 12noon. If you have questions concerning this position, call 252-753-5774. The Town of Farmville is an Equal Opportunity Employer.

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.