

**INGHAM COUNTY  
JOB DESCRIPTION**

**ANIMAL CONTROL OFFICER**

**GENERAL SUMMARY:**

Works under general direction traveling to various parts of the County in order to enforce State and County Animal Control laws.

**TYPICAL DUTIES:**

1. In response to complaints or requests for assistance from County residents, or as a part of a predetermined schedule or route, travels to various parts of the County by driving or riding as a passenger in a County-owned vehicle.
2. Investigates complaints such as barking dogs, cruelty to animals, animals at large, and the like. Records information and decides on proper course of action.
3. Captures and impounds unlicensed, stray, and uncontrolled animals often using ropes, snares, traps, and similar devices.
4. Picks up dead animals as requested from veterinarians and others as well as any dead domestic animals observed on roads or elsewhere.
5. Investigates and writes up reports of all instances in which people have been bitten by animals.
6. Issues summons for violation of County or State Animal Control laws.
7. Transports animals to a County animal care facility, removes same from vehicle, cleans and disinfects vehicle.
8. Issues animal licenses to public.
9. May be required to perform routine maintenance on vehicles used and to assist in some of the duties associated with the maintenance and operation of the animal care facility.
10. Assist police agencies as requested.
11. Works on call rotation and carries pager.
12. May give presentations to school children, business groups and neighborhood organizations.

## Animal Control Officer

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13. Testifies in court as required.
14. Performs other duties as assigned.

**Essential Job Functions:** With or without accommodations this employee must be capable of working responsibly on their own and perform the required tasks. Must be capable of pulling and lifting and carrying weight up to 150 lbs. (Lifts weights from ground into pickup truck box). Pushes weights up to 200 lbs. (in controlling live stock that may weigh up to 2000 lbs). Sits for the majority of the day's duty time while driving from 30 to 200 miles and stands for intermittent times outside of the patrol vehicles. Bends, squats, climbs ladders and stairs and walks/runs on various types of terrains for regular daily duties of the job in pursuing and capturing animals. Operates specialized types of equipment such as Police radios, snare, capture net, police baton, pepper spray, handcuffs, tranquilizer gun, shot gun. Must be capable of physically making an arrest as is necessary. Must be able to write in report form, in citation books, and completing a general court summons and prosecutors worksheet/warrant request. Must be certified or certifiable as a police officer having completed the Mi C.O.L.E.S. training program. Must be capable and tolerant of working in all types of Michigan climatic weather conditions.

**Degree/Experience:** High school graduate or equivalent education required. **Mi C.O.L.E.S. certified or certifiable as a police officer preferred.** Must be Certifiable under Mi C.O.L.E.S. criteria and eligible to complete an academy. Must be at least 21 years of age for Deputy certification. Must have a good driving record and be able to pass a security clearance. Previous experience handling animals desired and preferred.

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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.