

**INGHAM COUNTY  
JOB DESCRIPTION**

**OFFICE COORDINATOR - ANIMAL CONTROL**

**General Summary**

Under the supervision of the Animal Control Deputy Director, regularly responds to public telephone calls and visitors of the Animal Control Department. Signs in and adopts out animals, sells licenses, collects various fees, and enters information on departmental activities to the computer. Responsible for the accounting and related recordkeeping for the Department. Prepares correspondence, maintains records and prepares reports, and performs a variety of other support functions. Serves as lead worker to the clerical support staff in the Department.

**Essential Functions**

1. Responds to public inquiries and complaints, in person and by telephone, and explains departmental policies and the laws and ordinances related to animal control. Documents complaints and forwards them to appropriate staff. Refers calls to other agencies as appropriate.
2. Receipts payments for adoptions, claims of animals, licensing fees and other transactions. Balances receipts daily and prepares summaries of financial transactions. Maintains register book.
3. Responsible for the accounting and related recordkeeping of the Department, includes preparing transmittals to the Treasurer, financial reports, and bank deposits and reconciliations. Processes accounts payables for the department, includes verifying accuracy of invoices, supporting documentation and proper authorization.
4. Assists in compiling financial data to assist in budget preparation for the department and monitors expenditures against the approved budget.
5. Prepares vouchers for refunds, invoices and payments to veterinarians, cleaning allowance, longevity payments, and census takers pay.
6. Explains adoption process and prepares necessary records for adoption.
7. Initiates paperwork on animals brought to the department.
8. Maintains records of departmental activity including animals coming into the shelter, releases, adoptions, and other dispositions of animals, complaints by category, and other activities and prepares summary reports. Compiles and types annual reports.
9. Reviews state and county forms such as bite reports, warrant requests, unlicensed dog reports, and others for accuracy and completeness. Prepares correspondence, records

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and reports, sorts and distributes mail, prepares mailings, makes copies, maintains project and departmental files and performs other clerical support tasks.

10. Maintains the animal control record system, including organizing and maintaining office files and entering and maintaining information in the computer.
11. Inputs dog license information to the computer and operates computer terminal to look up information.
12. Types specimen information for Rabies Tests to be sent to the laboratory at Michigan Department of Health.
13. Purchases supplies for the Department from County and outside vendors, includes reviewing products and vendors, performing price comparisons, and preparing purchase orders. Purchases drug supplies for the Department from County vendor.
14. Serves as lead worker to the clerical support staff in the department, includes responding to procedural questions and assisting and instructing other employees in their work. May take problem calls as referred by other staff.
15. Contacts field staff through Central Dispatch in the event of an emergency.
16. Performs functions of Redemption Clerks and Dispatchers as necessary.

**Other Functions**

17. None listed.

*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.*

**Employment Qualifications**

**Education:** High school graduation or equivalent, prefer some advanced coursework in accounting and data processing.

**Experience:** Two years experience in a secretarial/office support capacity including dealing with the public and computer operations.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job*

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*description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access various files.

Ability to operate copying machine and other office equipment.

Ability to enter and access information to the computer.

**Working Conditions:**

Works in office conditions and the animal shelter.

Regular exposure to odors of animals.

Exposed to noise of the impounded animals.

Exposure to disease communicated by animals.

Exposure to the risk of being bitten by animals.

Exposure to animal feces and urine.

Exposure to fumes from cleaning products.

Exposure to parasites [fleas, ticks, mites].

