

LINCOLN COUNTY

Job Description

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| Position Title: | Animal Control Officer – Special Services Technician |
| Department: | Sheriff's Office |
| Reports To: | Special Services Division Commander (Lieutenant) |
| Supervises: | N/A |
| Oversees: | N/A |
| FLSA Status: | Non-exempt |
| Last Revised/Approved: | January 21, 2020 |

POSITION SUMMARY:

The Animal Control Officer – Special Services Technician (ACOSST) performs specialized work in the enforcement of municipal ordinances and State laws relative to the regulation and control of dogs and other animals; responds to animal control (AC) and animal welfare complaints, takes proactive preventative, and enforcement actions as needed. Separate from contractual AC obligations, the ACOSST also performs specialized work assisting in the administration of the Alternative Sentencing Program (ASP) and assists the evidence/property room manager with the intake and release of LCSO controlled evidence/property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides courteous and timely customer service to the citizens and town representatives from contracted communities. Provides follow-up communication as needed.
2. Is required to be on call for response to AC calls as needed.
3. Investigates complaints concerning the regulation, licensing, abuse, and control of dogs and other animals; investigates dog bites and ensures compliance with rabies observation periods.
4. Investigates potential rabies cases for all types of animals, quarantines animals as needed, and ensures rabies management and control.
5. Determines if any laws have been violated and takes appropriate action, such as catching, confining, or trapping dogs or other animals.
6. Issues warnings, citations, and search warrants to animal owners and appears as a witness in court as necessary.
7. Picks up stray and abandoned animals, returns to owners, shelters, or veterinarian, if injured.
8. Rescues or aids in the rescue of trapped, wounded, sick or injured domestic animals and delivers them to appropriate services or other agencies.
9. Maintains all necessary reports and records, including lists of licensed dogs to maintain municipal warrant as required by individual contracts.
10. Provides education and information to the public regarding proper animal care; prepares presentations, distributes pamphlets, etc.
11. AC work is generally limited to municipalities who contract with Lincoln County for these specific services.
12. Provides training to part-time Animal Control Officers.

13. Maintains equipment, including the ACO assigned vehicle, and reports repairs as needed.
 14. Assists in the administration of the Lincoln County Alternative Sentencing Program, as directed by the Special Services Supervisor and Chief Deputy.
 15. Assists with the release and intake of evidence/property as directed by the evidence/property room sergeant.
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. May assist in the annual licensing renewal of dogs, maintaining and updating records as requested or required by contracted municipalities.
 2. Performs other duties as directed.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County and the Sheriff's Office.
 2. Be reliable and trustworthy.
 3. Be well organized.
 4. Be punctual for scheduled work and use time efficiently.
 5. Be able to work a flexible weekly shift as the duties fluctuate.
 6. Be able to work harmoniously with co-workers and with the public.
 7. Perform duties in a conscientious and cooperative manner.
 8. Be neat and maintain a professional appearance.
 9. Possess a valid Maine driver's license.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the incumbent is regularly required to stand, sit, walk, talk, listen, stoop, kneel, crouch, crawl, reach with hands and arms, and smell. Must be able to frequently lift 30-60 pounds, and occasionally lift up to 100 pounds. Equipment used may include automobiles/light trucks, hand tools, firearms, traps, nets, protective gear and first aid equipment. Frequent exposure to dogs, cats, and other animals in varying degrees of health should be expected. Allergies to animals must be manageable.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the On Call nature of this position, the incumbent is often called out on short notice to handle a complaint or other issue with an animal. Work may be inside or outside in widely varying conditions, including unclean and unsafe conditions (such as stepping in animal excrement), all types of weather, and all times of the day or night. May be exposed to disturbing treatment of animals. May be faced with dealing with irate people. Additionally, work will require handling sensitive and confidential evidence/property of all types as well as working with incarcerated individuals in a minimum security

setting during ASP operations. While assisting with evidence/property, duties will be mostly indoors, but exposure to the elements may occur when cataloguing or retrieving evidence in outdoor storage areas.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Up to 1 year of prior related experience handling animals.
- Good verbal and written communication skills.
- Conflict resolution skills.
- Ability to demonstrate quick and sound judgment.
- Ability to deal with the public and elected officials.

Education Requirements: The following education requirements are considered essential:

- High school diploma or equivalent required.
- State of Maine Certification as an Animal Control Officer required.
- Knowledge of animal control techniques and animal behavior, as well as state and municipal laws and regulations as they pertain to animal control and enforcement procedures.
- Working knowledge of computers and automated systems including Microsoft products, internet, and other law enforcement specialty software.
- Knowledge of local Lincoln County geography.
- Reserve Police Officer status preferred.
- Valid Maine Driver's license required.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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

Employee Signature

Date

Supervisor Signature

Date