

ANIMAL CONTROL INVESTIGATOR ASSISTANT

Department: Sheriff's Department

Job Code: 180

Pay Grade: 105

FLSA Status: Non-Exempt

Reports To: Animal Control Investigator

JOB SUMMARY

An Animal Cruelty Investigator Assistant supports the Animal Control Investigator and other team members in responding to and documenting animal cruelty cases. The coordinator performs administrative tasks and supervises junior staff or volunteers. They serve as a liaison between investigators, partner organizations, and the public.

ESSENTIAL JOB FUNCTIONS

- Assisting the Animal Control Investigator in his essential job functions.
- Assist in managing the intake of animal cruelty reports and assigning cases to investigators.
- In conjunction with the Animal Control Investigator, prepare detailed reports and case files for legal proceedings, including for the District Attorney's office, for creating statistical reports on case outcomes.
- Overseeing case files, scheduling, and maintaining records involving animals.
- When necessary, removing animals from dangerous or unsanitary conditions and arranging for their care.
- In conjunction with the Animal Control Investigator, working with law enforcement and legal professionals to build cases against individuals suspected of animal cruelty, potentially leading to arrests and prosecutions.
- Providing food, supplies, and medical support to pet owners.
- Assisting pet owners who are in crisis, including incarceration and evictions.
- Assisting pet owners experiencing homelessness.
- Managing welfare cases and sick or injured wildlife, exotic animals, and farmed animals
- Oversee transporting pets.
- Providing education and outreach related to humane treatment of animals.
- Provide information to owners on humane pet care.
- Supporting community cat programs (TNR and SNR)

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and one (1) year of experience in animal control, general office work, customer service, and personal computer operations, or an equivalent combination of education and experience.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None.

Knowledge, Skills and Abilities:

- Knowledge of animal control regulations, techniques, and enforcement.
- Knowledge of requirements for maintaining an animal shelter in a safe, clean, and orderly condition.
- Knowledge of the techniques of safe handling and maintaining the general welfare of animals.
- Knowledge of the principles of communication.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of the work hazards associated with animal control.
- Ability to read, understand, and interpret codes, laws, regulations, policies, and procedures of animal collection, impoundment, quarantine, and disposal.
- Ability to establish and maintain effective working relationships with the public, public officials, and employees.
- Ability to deal with citizens in a courteous and pleasant manner.
- Ability to capture, secure, feed, care for, and transport domestic and non-domestic animals. Ability to establish and maintain a variety of records.
- Ability to perform addition, subtraction, multiplication, and division.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels; kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas, talking to be heard above ambient noise, visual acuity at a level to include color, depth perception and field vision, visual acuity at a level to determine accuracy and thoroughness of work assigned, and walking. Visual acuity at a level to operate motor vehicles.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work may be performed outside in a hazardous work environment with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light, animal bites, or rude/hostile citizens. Work requires traveling between locations.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.