



## SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking an Animal Control Officer for the Animal Control Department. Work will be performed under the supervision of the Chief Animal Control Officer and will include the following typical tasks:

Performs intermediate protective service work enforcing animal control ordinances, responding to and investigating animal complaints, providing information to the public, maintaining records and files, preparing reports, and related work as apparent or assigned.

### **Essential Functions**

- Patrols the county for stray, unlicensed or injured animals and enforces state and county animal laws.
- Responds to and investigates animal related complaints and claims of suspected rabies and animal bites and orders and oversees animal quarantine.
- Apprehends abandoned, stray, unvaccinated and unlicensed animals, checks animal licenses, transports stray animals for impoundment, transports animals to the vet and administers medications.
- Issues warnings and summons for ordinance related violations and prepares and presents information in court.
- Prepares and maintains files, records and reports, rabies related records and data and lost and found records.
- Sets and monitors animal traps, captures animals, euthanizes animals and disposes of carcasses;
- Assist in the day to day operations of animal shelter, maintains facilities, grounds and equipment, cleans shelter and vehicles, cleans and disinfects kennels and cages to provide a suitable environment for the animals and makes inspections of all animals and cages for the health, welfare, safety and cleanliness of animals and cages.
- Works with coordinated activities with other departments, health department officials, veterinarians, outside agencies, or others as needed; organizes, prioritizes, and assigns work; monitors and inspects work; assists with complex/problem situations, and provides technical expertise.
- Educates citizens about animal welfare.
- Performs other assigned duties.

Thorough knowledge of the laws, ordinances, and regulations governing the control of animals and the protection of livestock; thorough knowledge of the geography of the county; thorough knowledge of the care, control and handling of animals; skill in the application of specialized animal capture techniques; ability to recognize rabies symptoms and other animal diseases and thorough knowledge of the methods and procedures to be followed; ability to collect facts and prepare reports; ability to deal tactfully with the public; ability to handle, lift and/or manage heavy animals; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with elected officials, veterinarians, associates and the general public.

High school diploma or GED and moderate experience involving animal control, care and handling, or equivalent combination of education and experience. Minimum of three (3) years ACO experience preferred.

**Starting salary \$37,000**

Position open until filled

**Surry County Administrator's Office**

**Attn: HR Department**

**45 School Street**

**Surry, Virginia 23883**

**(757) 294-5271**

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: [www.surrycountyva.gov](http://www.surrycountyva.gov). The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITIES EMPLOYER**