

## **POSITION AVAILABLE: ANIMAL CONTROL OFFICER I**

The County of Amelia is accepting applications for the full-time salaried position of Animal Control Officer I. Work is performed under the direction of the Senior Animal Control Officer.

The Animal Control Officer is responsible for enforcing animal control laws, intaking stray domestic animals, facilitating animal returns and adoptions, protecting citizens from dangerous animals.

### **Essential Functions**

- Patrols County for animal violations; enforces local and state animal laws and ordinances; receives, investigates, and responds to animal complaints and injuries
- Monitors County for loose, injured, and sick animals; examines animal health; transports and impounds animals.
- Assists the general public with inquires by phone, email, and in person; directs inquires to appropriate resource as needed.
- Compiles and completes adoption and intake paperwork.
- Documents and maintains reports on complaints and licensing.
- Provides public relations to County residents; educates the general public on laws, codes, licenses, and regulations regarding animals.
- Assists with maintaining and cleaning the Animal Shelter; monitors and stocks supplies as needed.

### **Minimum Qualifications**

High School diploma or GED and less than one year of experience working with loose and stray animals, assisting the general public with animal related inquires, or equivalent combination of education and experience.

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### **Special Qualifications**

- Completion of Virginia Animal Control Association Basic Animal Control Academy within one year of hire.
- Obtain Virginia Department of Agriculture and Consumer Services Animal Euthanasia certification within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.

The County of Amelia Employment Application is available on [ameliacova.com](http://ameliacova.com) or at the County Administration Office located at 16360 Dunn Street, Suite 101 Amelia, VA 23002. All applications and supplemental materials can be dropped off at the County Administration Office or completed and emailed to [maribeth.smith@ameliacova.com](mailto:maribeth.smith@ameliacova.com). This position will remain open until filled. For further information, please call (804)561-3039. Amelia County is an EOE. Drug testing and background check required prior to employment. For complete job description, please visit [ameliacova.com](http://ameliacova.com).