

Animal Control Officer

\$42,734/year + [Full-Time County Benefits](#).

James City County's Police Department is hiring an Animal Control Officer to perform responsible animal control work enforcing local city, County and state animal protection and control laws and regulations.

Responsibilities:

- Enforces city, County and state laws pertaining to animal control, with primary emphasis on dog control; routinely patrols areas for violations of the leash control ordinance; picks up and impounds stray domestic animals; captures sick and injured small wildlife; issues warnings and summonses and provides relevant court testimony in the prosecution of violators.
- Investigate all animal bite reports.
- Investigates all animal complaints including those of uncontrolled animals and cruelty to animals; advises on legal resources or makes dispositions in accordance with findings and applicable resources; investigates claims resulting from damage cause by dogs to livestock and fowl.
- Responds to citizen inquiries; verifies licenses; files offense and incident reports and maintains service logs; reviews records to identify owners of impounded animals; shares on-call duty.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in animal control work.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of laws and ordinances governing animal protection and control; the care and characteristics of domestic animals; and hazards and safety practices involved in animal control and handling work.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to think clearly and act quickly in emergency situations; prepare and maintain reports; and maintain effective working relationships with other employees and the public.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>