

Madison County, Virginia  
**Application Instructions for Deputy Animal Control Officer (full-time)**

January 29, 2026

**Madison County**

Madison County is accepting applications for a full-time **Deputy Animal Control Officer**. Information on Madison County, the positions and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until the position is filled. EOE. A law enforcement background is preferred.

*Following is supplementary information on the positions and application instructions for all interested individuals.*

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$43,971.00 - \$54,129.00/yr range.

Applicants are to complete a Madison County employment application form and return it to Human Resource Generalist, Tillie Strothers P.O. Box 705; Madison, VA 22727 or email to [tstrothers@madisonco.virginia.gov](mailto:tstrothers@madisonco.virginia.gov) or apply online. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience, a law enforcement background, and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screening and criminal background investigation.



## Deputy Animal Control Officer

Department:	Location:	Job Type:	FLSA Status:	Pay Grade:
Animal Shelter	4590 Shelby Rd.	Full-Time	Non-Exempt	PS2

### General Definition of Work:

Performs intermediate technical work enforcing animal control ordinances, investigating complaints, capturing animals, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Animal Control Officer.

### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions:

- Enforces laws and regulations in the protection of domesticated animals and livestock; patrols for injured, stray, unlicensed.
- Impounds abandoned and stray dogs, enforces dog licenses and rabies vaccinations.
- Receives and investigates complaints relating to welfare, neglect and cruelty of domesticated animals and livestock.
- Issues warnings and citations for animal control violations; ensures compliance with all notices.
- Obtains warrants and summonses for violations of local and State animal control laws and ordinances; testifies in court as necessary.
- Performs bite investigations; contact owners of biting dogs; orders quarantine and performs incident follow up. Maintains files and records; prepares and maintains reports on animal control activities.
- Maintains files and records for a variety of reports and work activities.

### Education and Experience:

High school diploma or GED and moderate experience in the care and handling of animal and livestock and in dealing with the public, or equivalent combination of education and experience.

### Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires

speaking or hearing, stooping, kneeling, crouching or crawling and repetitive motions, frequently requires standing, walking, sitting, reaching with hands and arms and pushing or pulling and occasionally requires using hands to finger, handle or feel, climbing or balancing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather) and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:**

- Obtain Animal Control Basic certification within one year of hire.
- Must meet and maintain all training and education requirements for position.
- Valid driver's license in the Commonwealth of Virginia.
- Complete required NIMS (National Incident Management System) training for disaster operations.