

# COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET  
POST OFFICE BOX 156  
NEWBERRY, SOUTH CAROLINA 29108

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*Dreams & Teams Together for Newberry County*

## VACANCY ANNOUNCEMENT

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**POSTING DATE:** 9-16-2022

**DIVISION:** Animal Control

**JOB LOCATION:** 240 Public Works Drive, Newberry, SC

**POSITION:** Animal Control Officer

**HOURS WORKED PER WEEK:** Regular Full-time, 40 hours per week

**CONTACT PERSON:** Debbie Peake, Director of Human Resources (803) 321-2100

### **Position Description**

- Patrols County streets, roads and highways; searches for and captures stray domestic animals and livestock; releases trapped wildlife.
- Captures and transports sick, injured or potentially rabid animals to shelter for treatment; impounds and quarantines animals as required. Sets traps for animals as necessary.
- Responds to calls regarding stray, vicious and/or diseased animals; responds to calls regarding animal bites; performs preliminary investigations, includes after hours call rotation for emergencies.
- Investigates complaints of dogs, cats or other animals creating nuisances and takes appropriate action.
- Investigates reports of animal abuse; directs and/or assists law enforcement officers with investigations as appropriate; provides court testimony.
- Issues warnings to violators.
- Assists municipalities and other agencies with animal control problems and cases as appropriate.
- Performs or assists with the euthanasia of animals according to established policies and procedures; prepares carcasses for disposal.
- Performs general animal care and shelter / kennel cleaning and maintenance.
- Assists in processing animal adoptions.
- Informs supervisor of case status and any problems encountered.
- Cleans and maintains assigned vehicles and equipment.
- Receives and responds to public inquiries, requests for assistance and complaints regarding department services and procedures. Forwards calls to appropriate personnel.
- Performs general clerical work as required, including preparing reports and records, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

- Receives and records all monies received by the shelter.
- Receives and reviews complaints, case files, trap requests, adoption applications, veterinary records, lost and found animal reports, etc.
- Prepares and/or processes animal redemption / adoption forms, daily court sheets, warnings, case files, complaint forms, and other records, reports, memos and correspondence.
- Refers to policy and procedure manuals, safety manual, laws, codes, ordinances, directories, maps, etc.
- Operates a vehicle and a variety of equipment such as a telephone, two-way radio, copier, etc.
- Uses clerical supplies, hand tools, safety gear, restraining devices, catch pole, traps, animal care / medical supplies, cleaning supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other County division/department heads and personnel, co-workers, animal owners, law violators, witnesses, court personnel, law enforcement personnel, attorneys, veterinary staff, and the general public.
- Vaccinates and de-worms animals available for adoption; dispenses medications to sick animals; transports animals to veterinarian for spay/neuter procedures.
- Performs all other duties as assigned by manager.

## EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a high school diploma or GED equivalent supplemented by one to two years of code enforcement, law enforcement, animal care or related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Must possess euthanasia certification within one year of employment. Must possess a valid state driver's license.

**GENERAL INSTRUCTIONS:** This position will be open until filled. Newberry County Employment Applications may be obtained by visiting [www.newberrycounty.net](http://www.newberrycounty.net) or by contacting the Human Resources Office at the Newberry County Courthouse Annex, 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

## THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PAPAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**