

**POSITION DESCRIPTION  
CITY OF GREENFIELD, INDIANA**

**POSITION:** Control Officer  
**DEPARTMENT:** Animal Management Shelter  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** POLE (Protective Occupations and Law Enforcement)

**DATE WRITTEN:** January 2000 **STATUS:** Full-time  
**DATE REVISED:** September 24, 2018 **FLSA STATUS:** Non-exempt

**POSITION SUMMARY:**

In this position, the incumbent will respond to citizen requests for service and/or complaints regarding animals. The position requires the apprehension and impoundment of animals that are at large or being kept in violation of municipal code. The incumbent in this position will investigate animal bites and/or attacks, care and treatment violations and dog fighting cases. This position must issue summons and citations to residents of Greenfield/Hancock County for violations of State law and the Greenfield/Hancock Co. Municipal Code and will testify in a court of law on behalf of Greenfield-Hancock Animal Management. Incumbents will also provide assistance to other branches of local law enforcement as needed.

**POSITION RESPONSIBILITIES:**

Ability to effectively address hostile situations involving citizens  
Ability to handle all types of animals, including stray animals, animals with aggressive temperaments, and vicious animals.  
Maintains daily records of each animal impounded to ensure that impounded animals are returned to rightful owner.  
Patrols the City and County for animals that are in violation of local municipal codes and state laws.  
Investigates all assigned animal related incidents/complaints and provides follow-up on reports of animal bites and attacks.  
Maintains confidentiality when necessary regarding animal investigations.  
Issues citations and court summons regarding violations of local or state law involving animals and provides testimony in court.  
Maintains a daily activity log, including the time assignments are received and completed, records out of service time, and any individual initiated incidents that arise in the field.  
Performs kennel license inspections as needed.  
Euthanizes animals and when necessary prepares a specimen for the State Board of Health for rabies testing.  
Provides general assistance to the public and works with individuals throughout other Departments, including the Greenfield Police Department, Hancock County Sheriff's Department, and the Court System.  
Maintains assigned vehicle in a clean and sanitary condition and ensures proper working condition on a daily basis.  
Maintains and is responsible for uniforms, tools, and all equipment supplies.  
Cleans and disinfects animal kennels, including replacing bedding and towels, washing/drying bedding, replacing food and water bowls, emptying litter boxes, and sweeping and mopping floors  
Performs intake procedure for new animals, including entering impound cards on computer and assigning cages.

Reports animal bites to Indiana State Department of Health (ISDH).  
Assists in maintaining inventory and ordering supplies as needed.  
Performs administrative duties assigned by Superintendent or Animal Management Advisory Committee.  
Periodically assists in providing educational information to schools and community organizations.  
Promotes responsible pet ownership in the community.  
Serves on 24-hour call for emergencies.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that the Director may deem necessary from time to time.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School diploma or GED. Experience working in animal control agency and/or animal shelter or animal welfare organization. Ability to obtain required certifications, including euthanasia certification.

Knowledge of applicable animal control laws and ordinances, and ability to safely and humanely capture a variety of animals and ensure their proper handling and care.

Working knowledge of and ability to use and properly maintain all assigned uniforms, vehicles, equipment and weapons, including, but not limited to, computer, camera, radio, dart gun, mace, nets, control sticks, needles, snares, and traps.

Basic knowledge of department and OSHA safety policies and procedures and working knowledge of universal health precautions and City's Blood borne Pathogens Control Plan, and ability to apply such knowledge on the job to protect oneself from infection.

Ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but no limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other city departments, humane society, veterinarians, ISDH, law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorizes, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to serve on 24-hour call and respond swiftly and rationally to emergencies.

Ability to occasionally work extended, evening, and/or weekend hours.

Possession of a valid driver's license and demonstrated safe driving record.

**II. INDEPENDENT JUDGEMENT:**

Independent judgment is essential for this position to prioritize assignments and activities. While actions are dictated in part by established policies and procedures, civil/criminal laws and Greenfield Municipal Code- the work is generally performed independently and supervisory assistance is available when necessary and/or needed. Errors in actions or judgment could have a significant impact on the Department, other law enforcement agencies, and the citizens of Greenfield/Hancock County. A high degree of independent judgment is required as related to the responsible use of assigned equipment.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs animal control duties outside and in a standard office environment. Incumbent lifts objects weighing over 50 pounds, bending, reaching, handling/grasping objects, and hearing sounds/communication. Physical effort may occasionally be exerted for sustained periods of time. Incumbent may occasionally be exposed to irate and/or violent individuals and infectious organisms, animal waste, allergens, chemical materials requiring OSHA Material Safety Data sheet. Exposure to all types of weather conditions and contact with unpredictable hazards and dangers associated with animal control (e.g., wild animals, disease-infested animals, and dangerous locations) will be encountered. May be required to work overtime, which includes weekends and holidays. Also, serves on 24hr call.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Control Officer for the Animal Management Shelter describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date