

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: Revised: 8/25/11 February 2004	CLASS TITLE: ANIMAL CARE AND CONTROL OFFICER (ACCO)	CODE: 09201
	MAJOR AGENCIES: ANIMAL SHELTER	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Developmental level in the animal control occupation requiring working knowledge of animal behavior and animal control regulations; under general supervision, responds to citizen requests and patrols assigned area of County for the purpose of enforcing Ohio law regarding the control and licensing of dogs.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Patrols assigned area of the County, seizes and impounds all dogs not confined or under their owners reasonable control; conducts periodic checks for valid dog licenses, issues citations and required licenses to persons found in violation of relevant laws concerning control and registration of dogs.	<u>Knowledge of</u> 10 (safety practices), 11a (public relations), 23 (law--section of Ohio Revised Code pertaining to the control and licensing of dogs); <u>Skill in</u> 29 (equipment operation--use of equipment required for the capture and transport of dogs); <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action), 30i (deal with variety of variables in somewhat unfamiliar context), 32i (complete routine forms), 34f (handle sensitive inquiries from & contacts with officials & general public), 35a (demonstrate physical fitness), 35b (demonstrate agility (to move whole body quickly & easily), 35c (must be able to lift up to 50 lbs. & demonstrate full range of motion for bending, stooping & lifting) ((must be able to push and pull up to 65 lbs.)).
2	Responds to calls regarding strays, hostile dogs, injured or sick animals; takes required actions to impound, save, or humanely destroy animals as appropriate to circumstances involved; sets live traps to capture problem dogs, investigates claims regarding livestock killed by dogs. (Performs Related Duties As Required)	<u>Knowledge of</u> 10, 11a, 20 (natural sciences--basic animal biology); <u>Skill in</u> 29 (equipment operation--use of equipment and materials used in humane elimination of animals); <u>Ability to</u> 30i, 34f, 35a, 35b. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS: Subject to rotating shifts and week-end work schedules; exposed to weather, exposed to pet dander, physical violence and infectious animal bites.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Equivalent to six (6) months experience caring for or handling animals and working with the public; Must have valid Ohio Drivers License with acceptable driving record. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT: Must obtain Certified Euthanasia Technician (CET) certification within 6 months of hire date. Must maintain certification and licensure.
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	Completes forms and prepares reports of actions taken for purposes of documentation, legal requirements, statistical records, or as dictated by policy. Appears in court when necessary to give testimony in the prosecution of cases involving animal control.	<u>Ability to 32o</u> (prepare meaningful, concise & accurate reports), 34f.
4	As shift assignment dictates, receives animals, performs dispatching, uses computer terminal for record searches; answers questions from public regarding legal requirements, dog control and effective methods of pet care.	<u>Knowledge of 10, 11a, 23; Skill in 29</u> (equipment operation--use of two-way radio equipment and computer terminal).
5	Cleans and provides routine care of equipment and vehicles used to perform duties. Assists in the cleaning of kennels and related measures as time allows.	<u>Ability to 30g</u> (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 34c (cooperate with co-workers on group projects), 35a.
(Performs Related Duties As Required)		(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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