



Worcester County Sheriff's Office

Worcester County, Maryland

Job Title: Animal Control Officer		Department: Sheriff's Office	
Reports To: Asst Chief/Chief Animal Control Ofc	FLSA Status: Non-Exempt	Approved: Dec 13, 2023	

JOB SUMMARY

The Animal Control Officer is a highly responsible position that deals with the health and welfare of animals in Worcester County. The Animal Control Officer deals with the care, capturing, confining and disposal of animals. The Animal Control Officer is called to investigate any animal complaint that alleges neglect or cruelty. This individual will report to the Assistant Chief or Chief Animal Control Officer but is under the general supervision of Worcester County Sheriff's Office.

QUALIFICATIONS AND SKILLS:

- Must have a high school diploma or G.E.D. equivalent.
- Considerable geographic knowledge of Worcester County.
- Valid driver's license.
- Ability to work with the citizens of Worcester County courteously.
- General knowledge of animal care.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers; Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Work an on-call schedule including nights, weekends, holidays, and emergency weather conditions.
- Computer skills and knowledge of programs are a plus.
- Ability to walk long distances and traverse various types of terrain to include but not be limited to, grass, asphalt, sand, dirt etc.
- Ability to read/write/prepare complex reports.

GENERAL REQUIREMENTS

- Safety Sensitive position subject to Drug and Alcohol Testing.
- Essential personnel subject to emergency call-back with little or no notice.
- Pre-employment background check and motor vehicle history.

NORMAL WORK SCHEDULE

This position's normal work schedule is Monday through Friday 7:30am – 4:00pm, in person and requires occasional on-call duty status to include some night, weekend and holiday and emergency on-call hours.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Maintains daily records and reports on shelter activities.
- Collects and confines any animals at large or violating County regulations.
- Receives and processes complaints regarding loose or unlicensed animals and maintains reports on collected animals.
- Sets and maintains traps for nuisance animals.
- Receives and processes complaints regarding animal bites and dangerous animals.
- Works with the Health Department to ensure proper mandatory quarantine of animals by owners and/or impoundments if necessary.

Job Description / Duties & Responsibilities – Animal Control Officer

- Maintains custody, feeds and cares for impounded animals, and maintains cleanliness of shelter.
- Maintains all animal control equipment to ensure proper working condition.
- Administers necessary medication to impounded animals as directed by veterinarian.
- Performs euthanasia and disposal of animals, maintains records of drugs required by State and County regulations and maintains reports on collected animals.
- Enforces County ordinances and state laws that relate to animals.
- Investigates complaints of animal cruelty to include the seizure of animals, follow-up investigations and interviews, and works with the State Attorney's office for appropriate criminal charges.
- Testifies as a State's witness in court when needed for prosecution of criminal cases.
- Assists the Health Department in rabies clinics.
- Responds to rabid animal complaints and/or retrieves said animal for testing or disposal.
- When necessary, uses agency issued weapon for termination of rabid animals, and attends training on said weapon to maintain efficiency.
- Schedules appointments and transports animals as needed for veterinarian visits, injuries, vaccinations, etc.
- Works with local animal rescues and humane societies for assistance in the adoption of animals in our facility.
- Reviews adoption applications prior to approval, including reference checks and site visits.
- Monitors licensed kennels and breeders and performs inspections of said premises.
- Completes investigative and administrative reports and follow-up for calls for service.
- Performs weekend and holiday shelter duties such as feeding and cleaning pens.
- Adhere to the Worcester County Government Personnel Rules & Regulations.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Complies with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Other related duties as required by the Sheriff.

SAFETY ANALYSIS: *(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)*

Very heavy work; carrying, pushing, pulling, moving, and lifting 20lbs; Frequent carrying, pushing, pulling, lifting and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include but are not limited to risks associated with animal bites and scratches, impacts, heat, chemicals, and sharp objects.

Other hazards and risks: Insect Bites.
 Changes in terrain, wooded areas, high grass, water.
 Heat, cold, wind, and other outside weather conditions.
 Moving mechanical parts.
 High noise level in the workplace.



FY2024 Summary of Employee Benefits

Worcester County Government



- **Health Insurance-** CareFirst BlueCross BlueShield Prescription Drug Coverage
 - Eligible first day of the month after date of hire
- **Dental & Vision Insurance**
- **Paid Leave -** Sick, Personal, Vacation and Bereavement Leave
 - Begin accruing on date of hire
- **Paid Holidays -**13-15 Per Year
 - Eligible on date of hire
- **County-paid Life Insurance**
- **County-paid Long Term Disability Insurance**
- **Shift Differential Pay**
- **Paid Retirement** under Maryland State Retirement System
- Additional retirement plans available including **deferred compensation** with a match up to \$1,000
- **Gym membership**
- **Bank Services-** State Employee's Credit Union
- **Supplemental Insurances-** Aflac policies and Voluntary Life
- **Flexible Savings Account**
- **Dependent Care Savings**
- **Direct Deposit**

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