

**Orangeburg County**

**Title: Animal Control Officer**



*Its a great day in...*  
**ORANGEBURG  
COUNTY**  
*We are here to serve you!*

**Class Code: A022**     **FT**                       **PT**  
                                  **Exempt**                       **Non-Exempt**

**General Description**

The purpose of this job is to provide assistance to the general public with domesticated and feral animals within the parameters of Orangeburg County Ordinances.

This position works under close to general supervision according to set procedures, but determines how or when to complete tasks.

**Duties and Responsibilities**

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Capture animals (feral or domestic) according to proper policy and procedure.
- Respond to calls from and aid citizens in jurisdiction.
- Basic transport of animals to and from facility.
- Provide care to animals in county care.
- General maintenance of facility.
- Performs other duties and related work as instructed and assigned.

**Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires two (2) years of experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Physical Demands:**

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

**This Class Description does not constitute an employment agreement between Orangeburg County and an employee and is subject to change by the County as its needs change.**



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**Unavoidable Hazards (Work Environment):**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals.
  - Vibration; Fumes and/or noxious odors.
  - Traffic; Moving machinery.
  - Electrical shock; Heights.
  - Radiation; Disease/pathogens.
  - Toxic/caustic chemicals; Explosives; Violence.
  - Other extreme hazards not listed above.

**Special Certifications and Licenses:**

- Euthanasia Certification
- National Animal Care and Control Association Certification (A, B, and C)
- Must possess and maintain a valid state driver's license.

**Americans with Disabilities Act Compliance**

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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I have read the above duties associated with the position of Animal Control Officer understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

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**Print Employee Name**

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**Date**

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**Employee Signature**

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**Date**

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