

POSITION AVAILABLE: ANIMAL CONTROL OFFICER I

The County of Amelia is accepting applications for the full-time salaried position of Animal Control Officer I. Work is performed under the direction of the Senior Animal Control Officer.

The Animal Control Officer is responsible for enforcing animal control laws, intaking stray domestic animals, facilitating animal returns and adoptions, protecting citizens from dangerous animals.

Essential Functions

- Patrols the county and responds in a timely manner to calls for service involving stray, sick, injured, and aggressive animals and animals running at large. Enforce the state and local laws and ordinances. Issue warnings or summons for violations of state and local laws and ordinances.
- Monitors county for loose, injured, and sick animals; examines animal health; transports and impounds animals.
- Provides public relations to County residents; educates the general public on laws, codes, licenses, and regulations regarding animals.
- Assists the general public with inquires by phone, email, and in person; directs inquires to appropriate resource as needed.
- Compiles and completes adoption and intake paperwork.
- Drafts, completes, and maintains required reports and documents.
- Documents and maintains reports on complaints and licensing.
- Educates the citizens on laws, codes, licenses, and regulations regarding animals.
- Attends training and meetings, as necessary.
- Assists with maintaining and cleaning the Animal Shelter; monitors and stocks supplies as needed.

Minimum Qualifications

High School diploma or GED.

Special Qualifications

- Completion of Virginia Animal Control Association Basic Animal Control Academy within one year of hire.
- Obtain Virginia Department of Agriculture and Consumer Services Animal Euthanasia certification within one year of hire.
- Valid driver's license in the Commonwealth of Virginia.

The County of Amelia Employment Application is available on ameliacova.com or at the County Administration Office located at 16360 Dunn Street, Suite 101 Amelia, VA 23002. All applications and supplemental materials can be dropped off at the County Administration Office or completed and emailed to maribeth.smith@ameliacova.com. This position will remain open until filled. For further information, please call (804)561-3039. Amelia County is an EOE. Drug testing and background check required prior to employment.