

**Position – Animal Control Facility  
Harrison County Commission**

The Office of the Harrison County Commission is accepting applications for a full-time position, includes benefits, at the Animal Control Facility. Individuals will be responsible to assist in cleaning and upkeep of facility, respond to calls related to pick up or retrieval of stray and injured animals, assist in investigations related to animal care and treatment, assist in euthanasia of animals and other duties as assigned. Individuals may obtain an application from the website for the Harrison County Commission ([www.harrisoncountywv.com](http://www.harrisoncountywv.com)).

Applications are due on or before the close of business on Tuesday, July 7, 2020. Applications may be returned via email to Jessica L. Sell, Assistant County Administrator ([jsell@harrisoncountywv.gov](mailto:jsell@harrisoncountywv.gov)) or mailed to the following address:

Office of the Harrison County Commission  
Jessica L. Sell, County Administrator  
301 West Main Street – 3<sup>rd</sup> Floor  
Clarksburg, West Virginia 26301

Employment with Harrison County is available to all qualified applicants without regard to race, creed, color, religion, political belief, family status, veteran's status, sexual orientation, national origin, sex, age or disability. Harrison County has established a drug free and tobacco free work environment.

## HARRISON COUNTY COMMISSION

**Job Title:** Animal Control Officer  
**Department:** Harrison County Animal Control  
**Reports To:** Director - Animal Control Facility  
**FLSA Status:** Non-Exempt - Pay Grade 4-1  
**Prepared By:** William A. Parker, County Administrator  
**Prepared Date:** August 2017  
**Approved By:** County Commission  
**Approved Date:** August 2017

**Summary:** Under general supervision performs work of enforcing animal control ordinances and regulations; performs clerical and administrative paperwork required of the position; performs manual labor in the maintenance of the facility and grounds; assist in investigations of animal cruelty and neglect charges and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties.

**Essential Duties and Responsibilities:**

Include the following - Other duties may be assigned

Assists in the maintenance and care of animals at the facility

Assists in the maintenance and cleaning of the facility and maintenance of the grounds

Completes necessary paperwork and computer data entry in the operations of the facility such as intake of animals - claim by owner - release by owner - seizure of animals by staff - euthanasia records - processing of funds for ownership tags and rabies tags

Assist in investigations regarding enforce of ordinances and regulations of the Harrison County Commission and the State of West Virginia in regards to animal care and treatment

Retrieve, pick-up, impound and transport stray and/or injured animals; uses catch poles and traps in appropriate situations

Ability to respond to after hours emergency calls - perform animal care and maintenance on assigned weekend coverage

Humane Officer functions as assigned upon completion of training - ability to assist law enforcement as necessary - ability to testify in court

Writes reports of activities.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies :

**Problem Solving** - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Client Service** - Manages difficult or emotional situations; Responds promptly to needs; Solicits feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

**Written Communication** - Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Cost Consciousness** - Conserves organizational resources.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

**Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats

others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

Basic computer skills and knowledge related to data entry

**Certificates, Licenses, Registrations:**

Ability and willingness to obtain state certification as a Certified Euthanasia Technician (CEAT) --- Must have a valid current Driver's License

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment can be loud.