

**OCEANA COUNTY
DEPUTY ANIMAL CONTROL OFFICER
FULLTIME POSITION**

POSITION DESCRIPTION: Under the supervision of the Chief Animal Control Officer, enforces state animal control law (Dog Law, Public Act 339 of 1919) and provides general assistance to citizens and law enforcement officers with animal related complaints. Serves in an on-call capacity for after-hours emergencies as assigned by the supervisor.

POSTED DATE: Friday, January 10, 2025

APPLICATION DEADLINE: Posted until filled

CURRENT SALARY: 40 hrs. per week; hourly wage range of \$22.99 – 29.04

QUALIFICATIONS

Education:

- High school diploma or equivalent.
- Michigan Department of Agriculture required animal control training; 100—hours minimum; or, be able to complete this requirement in a timeframe established by the supervisor.
- Valid euthanasia certification; or, be able to complete this requirement in a timeframe established by the supervisor.

Experience:

- Prefer a minimum of 1 year of work experience in animal handling, animal control, public relations or equivalent combination of work experience and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans and sanitizes animal kennel and housing areas; feeds and cares for animals; cleans and sanitizes county vehicles.
- Answers and responds to potential animal adopters; citizen complaints.
- Investigates animal complaints and when necessary quarantines animals at varying locations; issue citations for violations of state animal control law.
- Writes reports; appears and testifies in court.
- Maintains equipment and vehicles to ensure proper operational performance.
- Inspect kennels and issue licenses; sell dog licenses and verify rabies information.
- Prepares and administers vaccines, other medicines; tranquilizers and euthanasia drugs; keep accurate records.
- Operate incinerators.
- Perform accurate cash receipting functions; track kennel and dog licenses.
- Serves in an on call capacity for after-hours emergencies and responds within 30 minutes from receiving a call.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of state animal control laws.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Knowledge of basic geometry and basic statistics.
- Knowledge of county roadways and ability to read maps.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

All interested parties should submit cover letter and resume to the following address:

Oceana County Administrator's Office
Attn: Jessica LaPointe
100 S. State Street, Suite M-4, Hart, MI 49420
Or email to jlapointe@oceana.mi.us