

# !!! NOW HIRING !!!

We are currently hiring for the position of Animal Control Officer. Please send a complete resume to [gdcas@decaturcounty.in.gov](mailto:gdcas@decaturcounty.in.gov) or drop one off in person at the shelter. DO NOT send a resume through Facebook. It will not be considered. Below is the description and qualifications for the position.

## Animal Control Officer

### Job Description

- Enforcing state law, city, and county ordinances in relation to animal welfare and owner responsibility.
- Capture and impounding of stray animals and responding to complaints from the public and law enforcement, including, but not limited to; neighbor disputes, nuisance calls, aggressive animals, abandonment, incarceration, neglect / cruelty.
- On call 6 days per week from 8 am. to 8 p.m.
- Accurate record keeping of run log, incidents, warnings, and ordinance violation within Shelter Manager management system and organization of supporting documents.
- Cleanliness, organization, and routine maintenance of department vehicle.
- Available after hours if needed for work, emergencies, and /or to assist law enforcement, and after hour shelter events.
- Animal care and cleaning as needed.
- Maintenance of the outside areas including yard, run, parking lot and outdoor kennels.
- Office administrative as needed.
- Charting of animal complaints.
- Transporting animals to and from the veterinary clinic for spay/ neuter programs, rabies vaccinations, and animal care appointments.
- Picking up food and supplies and other errands as needed.
- Assisting with euthanasia.
- Process animals as they become available for adoption.
- As directed by Shelter Director and other duties as assigned.
- Attends monthly meetings of the Animal Control Board and reports monthly runs and incidents.

## Qualifications

- High school diploma or GED — ability to acquire/maintain required certification(s).
- General knowledge of state law and local ordinances pertaining to animal control.
- Passion for serving the community, public service.
- Strong written/verbal communication skills.
- Independent judgment to prioritize multiple assignments and tasks.
- Computer literate.
- Team player, conscientious.

## Required Certifications/Licenses

- Required to acquire certification for humane euthanasia.

## Hours of Operation

- Employee hours Tuesday — Friday 8 a.m. to 4 p.m., Saturday 8 a.m. to 2 p.m.
- Sunday and Monday closed to the public, but employee will alternate working Mondays.
- Business hours Tuesday — Friday 12 p.m. to 4 p.m. and 11 a.m. to 2 p.m.

Position starts at \$17.36/hr and offers medical, dental and vision insurance as well as a retirement fund.