



Part-time Animal Control Officer
(less than 20 hours a week)

Animal Control Officer: Non-sworn officer – backup by Sheriff and Police Departments

Responsible for enforcing local ordinances and NC State Law relating to the treatment, safety, control, and keeping of animals in Chowan County with a strong emphasis on customer service and education. The Animal Control Officer (ACO) will proactively patrol the county to identify violations of animal control ordinances and search for stray animals. Responsibilities also include responding to complaints about possible ordinance violations and taking appropriate action, including issuing civil citations.

The animal control program includes, but is not limited to:

- Transporting stray or injured animals to the animal shelter or vet clinic if warranted and providing the shelter with as much written information about the animal as possible
- Investigating bite cases
- Educating the public on the importance of spaying and neutering pets and on good care of pets
- Canvassing the County/Town to ascertain that all animals are current on the rabies vaccines
- Counseling animal owners to comply with animal control ordinances
- Supporting police officers and sheriff deputies with animal control issues that occur outside normal work schedule
- Preparing and maintaining computerized and written records and following up on cases as needed
- Testifying in court as required
- Attending training classes

Work is performed in all weather conditions and in potentially hazardous situations.

The ACO also works with groups in Chowan to help educate the public on the link between animal abuse and violence to humans. The ACO is also involved with schools to help children understand their role with animals.

Preference will be given to an applicant:

- Who has prior animal control experience;
- Who has effective verbal and written communication skills; the ability to relay information to the public in a concise and clear manner; basic math skills; and the ability to prioritize duties within a busy work environment;
- Who has the ability to work in direct contact with aggressive and injured animals.

Applicants must be at least 18 years of age and have a high school diploma or equivalent. Applicants must be able to safely lift and carry up to 50 lbs., stoop, kneel, bend, lift, reach and crawl. Experience is not required but preferred. On the job training will take place once hired.

A valid North Carolina driver's license and good driving record are required.

Position will be open until filled.

Chowan County is an Equal Opportunity Employer

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