



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# ANIMAL SERVICES OFFICER- ANIMAL OPERATIONS

*This Position is Part Time with Benefits*

**Vacancy Number**  
16-1033

**Hiring Range**  
\$14.75 - \$16.67

**Opening Date**  
February 26, 2016

**Closing Date**  
OPEN UNTIL FILLED

**Submit your completed  
County of Moore  
Application To:**  
Moore County  
Human Resources  
P.O. Box 905  
Carthage, NC 28327  
Phone: (910) 947-6362  
Fax: (910) 947-2792  
[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or  
any application other  
than a County of Moore  
application will not be  
forwarded to the hiring  
manager.**

**Applications received  
after the closeout  
date/time indicated will  
not be eligible for  
consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed  
applications.**

**Please take a moment to  
ensure your transmission  
was received.**

### ESSENTIAL JOB DUTIES

This position is responsible for enforcement of laws, rules and regulations governing the control and humane treatment of animals in Moore County. Program initiatives are accomplished through education, surveillance, intervention and legal actions to minimize threats to public health and safety. Performs other duties as required.

### KNOWLEDGE AND SKILL REQUIREMENTS

- General knowledge of the laws, ordinances, and regulations governing the control of dogs and the protection of livestock and fowl;
- Thorough knowledge of the geography of the County;
- Thorough knowledge of the care, control and handling of animals;
- Ability to recognize rabies symptoms and other animal diseases and thorough knowledge of the methods and procedures to be followed;
- Ability to collect facts and prepare reports;
- Skill in the application of specialized animal capture techniques and in the use of a firearm;
- Ability to handle, lift and/or manage heavy animals;
- Ability to establish and maintain effective working relationships with associates and the general public.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from high school or GED and (2) two years law enforcement or as an Animal Control Officer;
- **OR**, an Associate's degree in criminal justice or a related field.

### LICENSE AND CERTIFICATION REQUIREMENTS

Must possess and maintain a valid North Carolina Driver's License.

### SPECIAL REQUIREMENTS

\*\*\*This is a safety sensitive position subject to random drug screenings.

### PHYSICAL REQUIREMENTS

This is heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling and repetitive motions; Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### BENEFITS

- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and  
Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a pre-employment background check, drug test and post offer physical.*

*Moore County is an E-Verify Participant*