



## **DEPUTY ANIMAL CONTROL OFFICER– Animal Welfare League of Arlington in Arlington, VA**

### **Deputy Animal Control Officer**

The Deputy Animal Control Officer enforces animal control ordinances and related laws, rules and regulations within Arlington County. This is a front facing position, which requires exceptional customer service skills and a genuine desire to make a positive impact in the community. In addition the Animal Control Officer conducts investigations and inspections, issues citations and warnings, and reports daily activities while also informing the public about relevant animal regulations and humane animal care. This position is based in Arlington (County), Virginia.

### **About the Animal Welfare League of Arlington**

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare league of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit [www.awla.org](http://www.awla.org)

### **Reporting Relationships**

This position reports to the Chief Animal Control Officer and works within a team of 5-6 staff members. The Deputy Animal Control Officer will also work closely with all League staff, volunteers, and the public.

### **RESPONSIBILITIES**

- Investigate all complaints of cruelty to animals and violations of state and local laws pertaining to keeping, raising and housing of all animals, both domestic and wild
- Respond to calls of injured or sick animals, both domestic and wild
- Respond to dispatched calls in priority order and determines appropriate action
- Investigate complaints of dogs running at large
- Enforce Arlington County's dog leash law and all other Animal and Fowl codes pursuant to Arlington County code
- Investigate animal bite complaints, implement and release domestic animal quarantines, prepare and deliver specimens for rabies testing
- Patrol assigned areas as requested
- Inform the public while in the field regarding appropriate caregiving practices and animal laws and ordinances
- Assist other agencies in the county in resolving complaints pertaining to animals
- Work directly with the Commonwealth Attorney to prosecute violators of the Animal and Fowl code of Arlington as well as the comprehensive animal laws of Virginia
- Conduct educational presentations to schools, civic associations and other organizations
- Prepare and maintain accurate database records and reports of all activities
- Ensure proper maintenance and safety standards are met for assigned vehicle and equipment
- Assist in shelter care of impounded animals when necessary



- Assist staff, volunteers and the public with information regarding situations such as nuisance or trapped animals and answers questions about animal control policies and laws
- Perform emergency animal rescue service, emergency night call service, and animal first aid when required
- Perform the humane euthanasia of animals as necessary

#### **External Relations**

- This position is required to interact directly with the public on a daily basis and serves as the frontline of defense to protect the health and safety of animals and humans.

#### **Required Qualifications**

- Professional work experience in an Animal Shelter or in an Animal Care environment
- Willingness and ability to learn the comprehensive animal laws of Virginia, Arlington County animal and fowl code, and other applicable ordinances
- Pass the Virginia state mandated Animal Control Officer training course within one (1) year of employment
- Complete training and receive certification in euthanasia within six (6) months of employment
- Receive pre-exposure rabies and tetanus vaccinations upon employment
- Strong interpersonal skills including excellent customer service and counseling skills with the ability to maintain effective working relationships among community professionals at all levels
- Demonstrated ability to engage and communicate with a diverse group of people
- High school diploma or GED equivalent
- Valid driver's license with a clean driving record
- Good physical condition with the ability to safely lift 50 pounds
- Flexible schedule with the ability to work evenings, weekends, holidays and rotating overnight on-call shifts. On-call shifts are only eligible to officers living within a thirty (30) minute commute of Arlington County
- Computer literacy

#### **Desired Qualifications (helpful but not required)**

- Experience in the field of animal control
- Knowledge of animal care and behavior
- Experience working with shelter software

#### **Personal Characteristics**

- Dedication to the mission of Animal Welfare League of Arlington
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Ability to communicate well with the public regarding sensitive and emotional situations
- Energetic, hard-working, and a team player
- Positive, enthusiastic, professional image in representing AWLA, both internally and externally
- Ability and willingness to work extended hours and be "on-call" at night, weekends and holidays to answer emergency calls for service
- Discretion with confidential information



### **Travel Requirements**

This position will require daily travel within the county of Arlington in a company issued vehicle and may require occasional additional travel in order to attend meetings and other community events

### **Typical Physical & Mental Demands**

Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and various weather conditions. May assist in animal restraint and deal with distressed or dangerous animals, and could be subject to bites and scratches. Requires manual dexterity to keep a strong animal on leash or operating a door while keeping a strong animal on leash simultaneously. May be required to lift heavy items or animals (upwards of 50 lbs) and be otherwise physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to work with frequent interruptions.

Must be comfortable around dogs, cats, small companion animals and wildlife.

Will be required to receive rabies prophylaxis and tetanus vaccinations.

Must have the ability to pass and become certified to perform euthanasia according to Virginia law.

### **Compensation**

This is a full time, non-exempt, hourly position with medical benefits and vacation and sick time. The compensation for the position is within the AAWA (Association of Animal Welfare Advancement) median range with additional overnight/on-call compensation paid on a bi-weekly basis.

### **To Apply**

Please submit the following application materials to Claudia West at [jobs@awla.org](mailto:jobs@awla.org) with Animal Control Officer in the subject line:

- A cover letter describing your interest in the position as well as any relevant experience and qualifications. Please include why you believe to be an excellent candidate for this type of position
- Current and up to date Resume

Animal Welfare League of Arlington is an Equal Opportunity Employer, with a commitment to diversity in the workplace.

Applications will be considered on a rolling basis. Position will remain posted until filled. No phone inquiries, please.