

RECRUITMENT ANNOUNCEMENT

BERKELEY COUNTY

ANIMAL CONTROL OFFICER

\$23,752 ANNUALLY

40 HOURS PER WEEK (FULL-TIME) W/BENEFITS

MONDAY-FRIDAY, 8:00 AM-5:00 PM

Applications and detailed job announcement are available at www.berkeleycountycomm.org or the County Council Office, 400 W. Stephen Street; Suite 201, Martinsburg, WV., 25401 Applications may be returned in person or email at aco@berkeleywv.org.

APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, FRIDAY, JUNE 30, 2017.

KIND OF WORK:

Performs professional and administrative work implementing and enforcing local and state ordinances regarding control of animals by apprehending stray, diseased, unlicensed, or annoying dogs, cats, or other animals. Supervision is received from the Berkeley County Sheriff or his/her designee.

EXAMPLES OF WORK:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Enforces local ordinances and state laws as they pertain to animal control.
2. Assists in the maintenance and upkeep of animal control equipment, vehicles and facilities.
3. Maintains records and files of the animal shelter and animals housed there; logs all incidents involving animal control.
4. Assists in the establishment of animal control policies and procedures that provide needed services, equipment, or other resources.
5. Performs general administrative duties as appropriate.
6. Promotes the activities of the Animal Control Department to civic groups, social organizations, etc.
7. Provides the necessary County officials with regular oral and written updates on animal control activities.
8. Works cooperatively with other municipalities in animal control related areas
9. Participates, as required, in training programs for county animal control personnel.
10. Maintains firearms proficiency as required.
11. Develops and delivers, as necessary, appropriate public education information.
12. Assists in the day-today monitoring of the annual Animal Control budget.
13. Works regularly with the Nuisance Appeal Board in the preparation of case materials for presentation and action.
14. Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of local, state and federal laws and regulations relating to animal control. Knowledge of the principles of animal control management and operations. Ability to establish and maintain effective working relationships with other agencies. Excellent oral and written communications skills. Ability to remain calm in stressful situations. Basic computer and data processing skills. Ability to work evenings, weekends and holidays as needed.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a high school diploma. Experience in animal control or animal care desired but not essential.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing, and pulling. Employee will be subject to the normal hazards associated with working around dogs, cats and other domestic and wild animals.

SPECIAL REQUIREMENTS:

- Possession of valid driver's license that will enable the operation of Berkeley County Animal Control vehicles. Firearms certified.
- Within three (3) years of employment the successful applicant must become successfully complete NACA Ability to deal with difficult people.
- Excellent ability to work with other employees, county officials and members of the general public.
- Exceptional proficiency in Microsoft Office products to include WORD, EXCEL, PowerPoint, etc.

EXAMINATION PROCEDURE MAY INCLUDE:

- Standard written examination
- An evaluation of training and experience
- One or more interviews
- Employment related reference checks
- Background investigation
- Pre-employment physical to include drug screen (administered after offer of employment).

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the results of the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

PROBATIONARY PERIOD:

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

COMPENSATION:

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:

(the following is unavailable for part-time and temporary positions)

- Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:

- Regular employees are required to participate in the West Virginia Public Employee Retirement Plan.
- Life Insurance is available to full-time employees, their spouse and eligible dependents.
- Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, and prescription drug coverage. Depending on the election, the County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- A deferred compensation program is available.
- Direct deposit is mandatory to any banking institution designated by the employee.

BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER