



POSITION VACANCY ANNOUNCEMENT

Position: ACCO 1 Officer (PT) (2 Positions) ***Department:*** Animal Care & Control
No Benefits – No more than 30 hours a week

Salary: \$7.68/per hour

State Date: ASAP

Posting Date: 07/16/2015

Closing Date: Until Filled

Summary of Duties: This person is responsible for the general care and maintenance of all pets boarded in the animal shelter. Applicants must be responsible, punctual and dependable. Pets in our facility must be cared for promptly, every day. Little or no absenteeism is extremely important. The entry level ACCO must work on days the Shelter is closed and work on Holidays that the shelter is closed. The workdays can vary.

General duties include but are not limited to:

- Cleaning, feeding and watering of all animals.
- Keeping the shelter area clean, this includes dog runs, cat rooms, treatment rooms, restrooms, closets, and storage rooms.
- Maintain animal records as required.
- Basic animal health maintenance.
- Patrols the county and responds to trouble calls; captures and impounds animals found to be in violation of the county animal control ordinance.
- Investigates animal bite complaints and allegations of cruelty and neglect; locates animal owners and resolves complaints.
- Issues citations and written warnings for violations of the local animal control ordinance; files violations and penalties; testifies in court regarding violations on a weekly basis.
- Sets traps to capture feral domestic animals; checks cages and impounds or releases animals as appropriate.
- Impounds stray or abandoned animals; provides basic medical care and assist in euthanasia of impounded animals as necessary or required.
- Seeks new owners for impounded animals.
- Provides assistance to law enforcement and federal regulatory agencies with regard to wild, stray, or dangerous animals or animal diseases as requested; performs decapitations or suspected diseased animals, packs heads for delivery, and ships to Atlanta for disease recognition.
- Provides assistance and information to the general public.
- Perform on call duties after hours.

Qualifications: You must be able to handle dogs of all sizes without being afraid of them and without allowing them to control you. Must be able to lift and/or move up to 50 pounds frequently and occasionally lift and/or move up to 100 pounds. Must be in good physical condition, able to squat, stoop, bend, and lift. Must be willing to maintain the highest standards in cleanliness. Good customer service skills a must.

For More Information: Applications and a detailed job description can be picked up at the Habersham County Commissioners Office, 555 Monroe Street, Unit 20, Clarkesville, GA 30523 or downloaded from our website at www.habershamga.com.