HABERSHAM COUNTY
GEORGIA | Est. 1818

POSITION VACANCY ANNOUNCEMENT

Position: Animal Control Officer (FT)
Starting Salary: $17.72/hour - $18.72/hour
Posting Date: October 29, 2026

Department: Animal Care and Control
FLSA Status: Non-Exempt
Closing Date: November 8, 2026

Job Summary:

This position is responsible for the care, maintenance, health, quarantine, and disposition of animals and for the enforcement of local, and state animal cruelty, animal control, animal nuisance, and rabies laws. This position requires availability to be on-call and to respond to emergency calls within 45 minutes. This position also requires work on weekends and holidays.

Major Duties:

- Patrols the county and responds to service calls to locate and pick up stray, injured, nuisance, vicious, dangerous, diseased, or potentially rabid animals.
- Conducts investigations on animal control ordinance violations; interviews witnesses, collects evidence, prepares reports, and testifies in court.
- Issues citations for violations of animal control ordinance; maintains field notes and information to complete incident reports on cases to be processed and provided to courts.
- Interviews citizens and files reports related to animal bites; completes required documentation.
- Responds to after-hours emergency calls.
- Loads, delivers, sets, and baits animal traps; removes captured animals from traps.
- Locates pet owners whose animals are in County custody due to hospitalization, arrest, or otherwise unlivable conditions; informs pet owners on process for reclaiming their animal; traces rabies tags, microchips, ID tags, and tattoos.
- Cleans shelter facilities, cages, and runs.
- Provides food, water, and medical care to shelter animals.
- Completes animal intakes, assists with adoptions, surrenders, and reclaims.
- Provides information and assistance to the general public.
- Maintains and repairs equipment and tools; maintains department facilities.
- Arranges animal transportation to other facilities.
- Participates in the selection of animals for euthanasia and assists with euthanasia as needed.
- Coordinates with the Department of Natural Resources to receive sick or injured wildlife in need of rehabilitation services; maintains State required record on all wildlife received with the animal's disposition; maintains Sate required records on all wildlife release.
- Conducts training for local schools and civic groups.
- Produces a variety of content for publication across multiple mediums; hosts and assists in educational opportunities, vaccine and spay neuter clinics, and community public safety-

based events; gives statements and interviews with various media and public interest groups.
- May appear in court as investigating officer or witness, and may at times present cases, evidence, and testimony to judge and juries. Assists in court proceedings and security.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:
- Possession of a high school diploma or equivalent
- Be at least 18 years old or older of time of hire to meet all legal state requirements for this position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position usually associated with one year of experience.
- Certificates of NACA basic one, ACCA basic, Taser, capsicum, ASAP, chemical preferred.
- Possession of a valid Driver's License issued by the State of Georgia.

Must pass a Background/Reference Check and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.