



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
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[www.Seneca.SC.US](http://www.Seneca.SC.US)

**Seneca Street Department  
Position Description  
ANIMAL CONTROL OFFICER / STREET DEPARTMENT**

**GENERAL PURPOSE**

Handle animals for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals. Performs other duties as required by the street department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Capture and remove stray, uncontrolled or abused animals from undesirable conditions, using nets, nooses, traps, or other approved methods as needed.
- Examine animals for injuries or malnutrition and arrange for any medical treatment if necessary.
- Transport captured animals to the county animal control center.
- Work with the police, both city and county, to answer and investigate animal complaints within the city limits.

**PERIPHERAL DUTIES**

- Performs other related duties as required.
- Drives a city vehicle in the performance of the job duties.
- Certifications, licenses, professional designations, or other qualifications required for this position include Training seminars on handling and capturing animals.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High School Diploma or equivalent GED or,
- Certifications, licenses, professional designations, or other qualifications required for this position include Training seminars on handling and capturing animals.
- Any equivalent combination of education and experience.

Special Requirements

- Must possess a Valid SC Driver's License

Necessary Knowledge, Skills and Abilities:

- Knowledge of city ordinances involving animals, vicious animals or animals running at large
- Knowledge of the geography of the city and location of important buildings
- Knowledge of the rules and regulations of the City of Seneca
- Ability to handle sensitive public contacts and to deal tactfully and courteously with the public.
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Knowledge of how to handle friendly and feral domesticated animals.

**TOOLS AND EQUIPMENT USED**

City pick-up truck, cages, traps, nooses, protective gloves, warning lights, 2-way radio and cell phone

## **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee frequently works in outside weather conditions.
- The employee occasionally works near moving mechanical parts, in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually moderate.

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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

02/23/2024