



Job Title:	Deputy Animal Control Officer	Department:	Animal Control
Reports to:	Chief of Animal Control	Status:	Part time, non-exempt
Location:	Arlington, VIRGINIA	Salary Range:	\$20.67 - \$23.50

Benefits: We offer premium medical benefits, dental and vision insurance (available for purchase at a discount rate); separate vacation and sick time accruals, paid working holidays and floating holidays (prorated for part time positions); and flexible working hours for qualified positions. After 2 years of employment, employees qualify for a retirement contribution of 7%. This position also qualifies for the Public Service Loan Forgiveness Program and the League pays a salary bonus for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese. Plus, free pet adoptions, pet vaccines and more!

Summary: 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 is a part time position - expected to work up to 25 hours per week.** To learn more about the Animal Welfare League of Arlington and how to apply, please visit us at <https://www.awla.org/about/careers/>

Responsibilities include the following however other duties may be assigned:

- 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

Supervisory Responsibilities: none; however this position may support the supervision of volunteers as needed

Qualifications:

- High school diploma or GED equivalent



- Professional work experience in an animal shelter or in an animal care environment; experience in animal control helpful but not required
- 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
- Valid driver's license with a clean driving record
- Good physical condition with the ability to safely lift 50 pounds
- Ability and willingness to work extended hours and be "on-call" at night, weekends and holidays to answer emergency calls for service
- Sound computer literacy with the ability to sit for periods of time entering critical data into shelter database; experience working with shelter software helpful but not required
- Adaptable to shifting needs, evolving priorities and urgent situations that may arise
- 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
- Desire to present a positive and professional image in representing AWLA both internally and externally
- Ability to maintain discretion with confidential information
- Have a passion for the mission and a deep commitment to the goals of the organization

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 variable indoor and outdoor temperatures. 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 holding 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, reptiles, amphibians and wildlife.

Vaccination requirement: Upon hire, employees will be required to receive rabies prophylaxis and tetanus vaccinations.

*We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. We aim to maintain a diverse and dynamic workforce and are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis and positions remain posted until filled. **No phone inquiries, please.** The Animal Welfare League of Arlington is a 501(c)3 non-profit organization.*