

City of Isle of Palms, SC

Code Enforcement

Job Opening

Starting Salary \$42,800

Start Date April 9th, 2024



The City of Isle of Palms is accepting applications for a Full-Time Animal Control Officer.

This position is to enforce City ordinances and laws pertaining to animal control. Respond to complaints concerning animals. Issue citations to animal owners for non-compliance with City ordinances.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of experience in animal care and handling; and
- Advanced training through an accredited animal control/care institute;
- Or equivalent education and/or experience.
- Possession of a valid South Carolina driver's license.

ESSENTIAL JOB FUNCTIONS:

- Performs animal control, animal protection, and the enforcement of laws and ordinances related to wildlife and animal control.
- Answers and investigates all complaints concerning animals.
- Patrols City for stray, injured or distressed animals.
- Issues citations to animal owners for non-compliance with City ordinances.
- Maintains accurate daily record of activities.
- Uses tranquilizer gun, traps and other means to capture stray or wildlife animals.
- Administers first aid to injured animals and transports them to animal hospital.
- Transports stray animals to appropriate facility.
- Testifies in court when necessary.
- Reports animal bites and suspected diseased animals to appropriate health officials.
- Conducts periodic registration and disease control clinics for the public in conjunction with veterinarians.
- Supervises day-to-day activities of Animal Control Officer/PT.
- Prepare Community Service work schedule to ensure daily coverage.
- Supervises and ensures compliance of court ordered community service workers.
- Coordinates the maintenance and repair of assigned equipment.
- Trains Animal Control Officer/PT in the use of equipment, procedures, and applicable laws, ordinances and regulations.
- Assists the police department with the planning and deployment of road signs and barricades during special events or emergencies, responding to missing persons or animals, and general fleet maintenance.
- Receives, reviews, prepares and/or processes reports as required by the Department and/or other agencies.

How to Apply:

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://www.isleofpalms.com/cognitofrms.com) and submit an online application.