

Name _____

Address: _____

**INSTRUCTIONS TO APPLICANTS
for
Animal Control Officer Position**

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately five (5) who will be contacted for an interview on May 18, 2018 between 11:00 AM and 3:00 PM. Please do not continue to contact this office, as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Administrator's Office by not later than 3:00 PM on Wednesday, April 25, 2018. Applications received after said date will not be considered, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

Fabian L. Knizacky
Administrator

EMPLOYMENT OPPORTUNITY

Animal Control Officer For the County of Mason

The Mason County Board of Commissioner is seeking a qualified individual for a full-time Animal Control Officer. Individuals applying for this position should possess communication, administrative and employee supervision skills, computer related skills, animal skills, and be knowledgeable of the dog laws of the State of Michigan. Persons interested in making application for this position may pick up a job application packet at the County Administrator's Office located in the Mason County Courthouse. Only those applications that are contained in the job application packet and returned not later than 3:00 PM on Wednesday, April 25, 2018 will be considered. The County of Mason is an Equal Opportunity Employer.

ANIMAL CONTROL OFFICER POSITION

1. JOB DESCRIPTION

The successful applicant Coordinator shall act at the direction of the Mason County Administrator and will be performing the duties as described.

- A. Confer periodically with the County Administrator and the Chairperson of the Public Safety & Courts Committee to assure continuity of the Animal Control Office;
- B. Co-ordinate all activities related to the Mason County Animal Control Shelter. Takes in and adopts out animals. Performs the cleaning, feeding and watering of the animals at the shelter. Performs euthanasia of animals. Manages and supervises staff and volunteers. Monitors and orders any supplies needed by the department within budget restraints. Monitors and procures maintenance on vehicles and the building within budget restraints. Maintains the ethical and humane treatment of animals at the shelter;
- C. Answers the telephone, takes complaints and answers questions from the public. Performs computer data entry. Sells dog and/or kennel licenses within guidelines established by the Mason County Treasurer. Does follow up on delinquent dog licenses. Makes kennel inspections;
- D. Prepares monthly Animal Control Reports for the Public Safety & Courts Committee of the Mason County Board of Commissioners. Prepares monthly Spay/Neuter list for the Mason County Administrator. Prepares the Annual Report to the Michigan Department of Agriculture. Attends quarterly meetings of the Public Safety & Courts Committee;
- E. Prepares and submits to the Finance, Personnel, & Rules Committee a preliminary budget request, final budget request and any budget amendment requests. Advises the Finance, Personnel, & Rules Committee of any long-

range equipment and/or building needs. Administers and manages the department budget as approved by the Mason County Board of Commissioners;

- F. Ensures that all rules of conduct related to the County of Mason Employee Handbook and the Standard Operating Procedures for Mason County Animal Control Shelter are followed by the Animal Control Officer and the employees supervised by this position;
- G. Attend Federal, State, and Local governmental meetings that pertain to Animal Control issues and report periodically to the Mason County Board of Commissioners the status of issues that may affect the County;
- H. Has the responsibility for the enforcement of Michigan Dog Laws. Ensures that the appropriate enforcement of State and County animal control laws and policies are being properly administered;
- I. Procures and maintains federal and state drug licenses. Responds to complaints related to stray dogs and cats, dog and cat bites, dogs running at large, livestock at large, cruelty to animals, and picking up animals for give up. Assists other departments with investigations and the handling of animals. Prepares complaints and requests warrants related to animal control violations in a manner and form acceptable to the Mason County Prosecutor. Must investigate complaints and prepare reports to submit to the Office of Prosecuting Attorney;
- J. Assists in any other duties as may be designated by the Mason County Administrator. The Animal Control Officer is expected to make those decisions generally connected with the administration of the Mason County Animal Control Department. The Animal Control Officer is expected to seek counsel from the County Administrator and the Public Safety & Courts Committee of the Mason County Board of Commissioners on any issues that may be in question;
- K. The Animal Control Officer must be prepared to represent the County of Mason in any court of law dealing with animal control issues with assistance from the Office of Prosecuting Attorney;
- L. The Animal Control Officer will see that all monies collected through various permits and fees are submitted to the Mason County Treasurer's Office by transmittals weekly. Prepares a monthly list of Spay/Neuter forfeitures for Mason County Treasurer's Office;
- M. The Animal Control Officer will be responsible to the Mason County Administrator to monitor and advise in the administration of the Mason County Animal Control Department;
- N. The Animal Control Officer shall make recommendations when hiring and dismissing those employees who have proven unsatisfactory;

- O. The Animal Control Officer shall evaluate the work of Animal Control personnel, confer with them relative to the quality of their work and suggest disciplinary action when needed;
- P. Prepares regular work schedules, on-call and emergency duty rosters for all Animal Control personnel including Dog Census activity;
- Q. The Animal Control Officer shall approve and submit bi-weekly time cards for all Animal Control personnel and accounts payable vouchers for all purchases to the Clerk's office;
- R. The Animal Control Officer is the primary spokes person for the County's Animal Control Program and responds to inquiries by the public, citizen groups, other municipalities, the media and County Officials;
- S. The Animal Control Officer must be knowledge of firearms and be prepared to carry a sidearm while on duty. The Animal Control Officer should be familiar with long guns and their operation and use. The ability to either be deputized to carry a weapon or to acquire a concealed weapons permit is required.
- T. The Animal Control Officer shall meet the requirements of the Michigan Department of Agriculture Rural Development to be certified as an Animal Control Officer.
- U. The Animal Control Officer shall be under the direct supervision of the Mason County Administrator.

2. JOB QUALIFICATIONS and PREREQUISITES

The successful applicant for this position should possess, at minimum, the following:

- A. Personal initiative and the ability to effectively plan and organize work;
- B. Ability to work independently as well as with others in a positive manner;
- C. Ability to deal with the general public in a helpful and pleasant manner;
- D. Educational and/or work related experience is highly desirable in the following areas: administration, personnel supervision, budgeting, animal control, and computer skills;
- E. Ability to operate and utilize the following equipment: telephone system; facsimile (fax); electronic typewriter; calculator; computer system including, but not limited to, word processing, spreadsheet and database programs; photocopier; and document binder;
- F. Ability to pass the standard County physical examination and background check. These examinations will be a condition of employment;
- G. Must have excellent public relations skills and abilities;

H. Minimum Language ability usually associated with this classification:

Read: Ability to read novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Write: Ability to prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speak: Ability to participate in panel discussions, dramatizations, and debates; to speak extemporaneously on a variety of subjects;

I. Must be eligible for and/or able to obtain F.D.A. and Michigan Controlled drug licenses;

J. Must have a working knowledge of search and seizure laws under the US and Michigan Constitutions.

3. PHYSICAL REQUIREMENTS

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements:

- * Pushing, pulling and lifting weights, up to 100 lbs in regular daily activities;
- * The work requires frequent periods of standing for 30-minute intervals throughout the day and frequent extended periods of time sitting, bending and squatting;
- * Occasional use of a ladder is necessary;
- * The ability to travel to and access all buildings within the County;
- * The ability to walk over various types of terrain indoors and outdoors as a regular function of the job for scene investigations and regular animal control functions;
- * Operates data entry, computer or other office equipment requiring manual dexterity;
- * Requires capturing, restraining and moving animals within the animal shelter and among the general public.

4. WORKING CONDITIONS

- * Works in an office and travels to locations throughout the County;
- * Exposure to various types of weather conditions.

5. JOB COMPENSATION and BENEFITS

This Animal Control Officer Position is an at-will county salaried position subject to the County Employee Handbook and other rules governing full-time employees

adopted by the Mason County Board of Commissioners. There will be a twelve (12) month orientation (probationary) period. At present, hours, compensation and benefits include, but are not limited to, the following:

A. Hours of work for all animal-related services Monday, Tuesday and Friday, Saturday 9am -- Noon. Wednesday and Thursday 3pm -- 6pm, two to three hours for feeding and cleaning on Sunday and responding to emergency calls outside normal work hours. It is the responsibility of the Animal Control Officer to schedule the Animal Control employees to staff these hours;

B. Current hourly rates for 2018-2019 are:

	<u>2018</u>	<u>2019</u>
Start	\$19.13	\$19.33
Satisfaction plus 1 year service	\$20.82	\$21.03
Satisfaction plus 2 years service	\$22.51	\$22.73

Longevity pay in varying increments thereafter to a maximum of \$2,500.00.

C. Present benefits include, but are not limited to, employer paid vacation, holidays, sick days, retirement, health insurance with premium co-pay, life insurance, and dental/optical/hearing reimbursement.

A cap on employer premium contributions for health insurance is included with this position.

Dental/optical/hearing reimbursement is \$1,200.00 for 2018-2019 and is subject to a maximum accrual of \$2,000.00.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military?
 Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?
 Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
			Starting	Final
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please Print)

Date _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip
Social Security No.		

FOR POST HIRE USE ONLY DETACH HERE

Complete Only The Sections Below That Have Been Checked	
<input type="checkbox"/>	Current Job
<input type="checkbox"/>	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/>	Check One Of The Following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/>	Check If Any Of The Following Are Applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
<input type="checkbox"/>	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES:

FOR POST HIRE USE ONLY DETACH HERE