



## **Code Enforcement / Animal Control Officer Responsibilities**

**Code Enforcement Officer:** A city employee authorized and assigned to identify, investigate, and prosecute code violations.

**Code Violations:** The act of not obeying the City of Hogansville Ordinances enacted by the Mayor and Council for a safe and healthy environment. Those violations listed in the Code of Hogansville Georgia, have been selected for such enforcement.

To ensure that Code Enforcement Officers take appropriate action, in a fair manner, the Code Enforcement Supervisor will create reporting and accountability procedures as is necessary. The code enforcement/ animal control officer(s) are tasked with identifying, investigating and prosecuting code violations. These code enforcement officers are to follow the established accountability procedures to ensure that all contacts related to code infractions are properly documented.

## **Essential Job Functions**

An employee in this position may be called upon to do any or all the following essential duties:

- Customer service.
- Answer phones.
- Input and retrieve a variety of information using a computer terminal.
- Patrol city limits and receive and respond to animal complaints, including animals at large, stray, vicious, abandoned, nuisance or abused.
- Monitor violations of city ordinances and state laws pertaining to animal control and minor code violations such as tall grass, inoperative motor vehicles, parking violations, etc.
- Apprehend stray or at large animals for impoundment.
- Clean and sanitize the shelter kennels, cages, and dishes.
- Apprehend diseased or injured animals.
- Determine ownership of animals at large.
- Handle vicious animals or displeased citizens while utilizing officer safety.
- Offer suggestions to animal owners to aid in compliance with laws and ordinances.
- Investigate incidences of animal cruelty, dog bites, and dog attacks.
- Prepare a variety of written reports, memoranda and correspondence. Photograph violations, create files; prepare investigative reports.
- Issue warnings and/or citations.
- Perform related tasks as required
- Maintain files and records related to citations and violations.
- Receive and investigate complaints of City code and related laws, render code enforcement action.
- Prepare cases for code enforcement hearings; testify in court as necessary on behalf of the city.
- Conduct follow-up investigations to ensure compliance with applicable codes.

- Respond to questions, complaints, and inquiries.
- Attend conferences, meetings, and hearings as required.
- Track enforcement issues over time.

**Education, Training and Experience:**

Graduation from a standard high school or GED

**Knowledge**

- Principles and practices of effective customer service.
- Correct English usage, including spelling, grammar, and punctuation.
- City ordinances and state laws regarding all aspects of animal control.

**Skills**

- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.

**Abilities**

- Work for extended periods of time, occasionally in adverse weather conditions.
- Establish and maintain highly effective working relationships with other employees and the public.