



ANIMAL CONTROL OFFICER

Department: **Police**
Revised Date: **December 2022**

FLSA Status:

Non-Exempt
\$15.43 to 16.98 per hour DOQ

GENERAL PURPOSE: Under general supervision, employee performs animal control and rabies control duties, community education, preliminary investigation of animal related issues, follow-up or specialized investigations, and related work as required.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed but are intended to be a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Duties are subject to possible modification to reasonably accommodate individuals with disabilities.*

- Enforcement of city animal ordinances and applicable state regulations and laws.
- Respond to calls for service.
- Use of radio and other assigned equipment to communicate with the necessary parties and authorities while in the field.
- Controls and impounds animals of all species.
- Intake and processing of animals of all species.
- Tasks related to animal welfare.
- Perform animal reclaim, adoptions, transfers, and other types of customer service and assistance.
- Administration of euthanasia of animals and completion of related drug logs.
- Disposal of deceased animals.
- Performance of investigation reports relating to animal ordinances and state law violations.
- Appear in court as required.
- Preparation of documents, logs, forms, statements, reports, and records.
- Animal Control Officers will be expected to assist with basic animal care, housekeeping, and shelter maintenance tasks, assist Kennel Technicians and other shelter staff with animal medical needs.
- Animal Control Officers Interact with and assist shelter visitors and coordinate volunteer tasks.
- Assistance in the coordination of the volunteer program.
- Responsibly use a city vehicle.
- Maintenance of a clean, sanitary, and functional animal service vehicle.
- Maintains professional and technical knowledge by studying applicable federal, state, and local laws and ordinances; attending educational workshops; reviewing professional publications; practicing skills.
- Exhibits excellent oral and verbal communication skills.
- Practices sound customer service and public relations skills.
- May perform other shelter-related tasks to be assigned at the discretion of the Animal Services Manager.
- May be required to assist disabled persons.

JOB DESCRIPTION – Animal Control Officer

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent.

Conditions of Employment

Must complete the application and Personal History Statement.

Must possess a valid Class C driver license prior to employment.

Must pass a background check and social security number verification check.

Basic Animal Control Certification or the ability to obtain such within six months of employment.

Euthanasia Technician Certification of the ability to obtain such within six months of employment.

Required Skill In:

- Employee may be required to participate in, but not limited to: advisory board meetings, training, public outreach programs, and adoption events.
- Applicant should have the ability to work in an animal services environment and achieve goals set forth by management;
- An Animal Control Officer should have the ability to plan, organize, coordinate, and execute job functions efficiently and effectively with little supervision.
- Ability to exhibit a thorough knowledge of the rules and regulations of the department and of criminal laws and City ordinances.
- Ability to cooperate with others, including other employees of the City and the general public
- Ability to communicate and understand written and oral instructions.
- Ability to take effective action in emergency situations.
- Ability to exhibit emotional stability.
- Ability to maintain reasonable physical endurance and agility as required.
- Must be able to adequately handle stressful situations in an effective manner.
- Must be able to provide a positive role model on and off duty.
- Ability to become knowledgeable in various aspects of job function.
- Ability to represent the department in a professional manner.
- Ability to distinguish and disseminate sensitive information as required by departmental procedures.

Physical Demands / Work Environment:

- Physical requirements include occasional lifting/carrying of twenty to fifty pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- May be subject to exposure to inclement weather conditions.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.